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ABSTRACT

Planning for College Success (PCS) is a six-hour workshop which is required for all applicants to Des Moines Area Community College's (DMACC's) career education programs. The Career Life Planning counselors who conduct the workshop help participants: (1) assess their basic academic strengths and weaknesses through self-scored diagnostic tests; (2) examine their basic values and relate them to their career choice; (3) identify non-academic barriers to success in the field they have chosen; (4) learn to plan; and (5) develop plans to overcome any academic, career planning, or personal barriers to success at DMACC. Three locally developed documents assist the participants and facilitators in achieving these objectives. The first is the PCS Manual, a two-part booklet which contains the workshop schedule and lists activities. The second is a series of Program Information Briefs (PIBs), which are one-sheet descriptions of the occupational areas which relate to particular programs of study at DMACC. Each PIB lists job qualifications, job responsibilities, factors to consider, salary ranges and benefits information, employment and advancement opportunities, educational needs, and information on the DMACC program relevant to the field. The third resource is a Self-Report Questionnaire, which helps students develop a written plan for meeting their career goals. The PCS Manual, over 200 PIBs, and the Self-Report Questionnaire are provided. (AYC)

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PLANNING FOR COLLEGE SUCCESS

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September 1979

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JC 800 443

Planning for College Success--
Students Making their own Decisions

The Planning for College Success (PCS) workshop is a six hour workshop which is required for all applicants to Des Moines Area Community College's career education program. The following are the basic goals we have established for each student participant:

1. Examine basic academic strengths and weaknesses through self-scoring diagnostic tests of reading, writing, and mathematics.
2. Examine basic values and relate those values to the respective career choice. This is done through several exercises which incorporate use of the Program Information Briefs (PIBs).
3. Identify non academic barriers to success in the chosen field of study.
4. Learn how to plan.
5. Develop plans which will help overcome the three largest barriers (academic, career planning, or personal) to success at D.M.A.C.C.

The facilitators of the PCS workshops are counselors on the Career Life Planning staff and they have two primary goals for each workshop. They are responsible to teach the participants the need for good planning and how to plan and also they are to do this in a manner which conveys a warm caring attitude.

Three locally developed documents assist the participants and facilitators as they work through the day, the PCS manual, the PIBs, and the Self Report Questionnaire (SRQ).

The PCS manual is a two part booklet which contains the schedule for the day and all activities (except the diagnostic tests) for the day. These booklets become the property of the participants and the participants are encouraged to keep them and refer to the contents periodically as they are awaiting their enrollment. Also, if students change their career choice they are not required to attend another PCS because they have the source book through which they can conduct their own PCS.

The PIBs are one sheet, both sides, descriptions of the occupational areas in which one could seek employment as relates to the particular program of study offered at D.M.A.C.C. The back side of the PIB discusses the specific educational offering at D.M.A.C.C. such as length of program, basic academic and personal qualities needed to succeed in the program, and advice from former students regarding the program. When participants come to the workshop they are instructed to take from the files a copy of the PIB for their particular program and this PIB is used throughout the day as one reference point as they are examining their personal aptitudes, values, and interests. If throughout the day a student discovers some irreconcilable differences, he/she is encouraged to go back to the file to get the PIBs on careers which may be more compatible. In addition, the PIBs are color coded according to Holands' occupational clusters so that students can quickly identify similar but somewhat different occupations. Informal feed back has led us to believe that the PIBs are the single best source of information available to students regarding career information.

The Self Report Questionnaire (SRQ) is simply a planning and research document for the student and institution respectively. It is used at the end of the day and allows the student to first summarize the results of the day and then use that summary to develop three written plans for amelioration of the three greatest barriers which will stand in the way of the particular student's success at D.M.A.C.C. The institution uses a copy of this document to conduct research into the nature of our prospective students.

Among our findings to date are: 91 percent of the participants indicate they can plan better as a result of the workshop, 97 percent of the participants feel that D.M.A.C.C. cares about them as a person (in addition, the level of significance of positive attitude change about D.M.A.C.C. before and after the workshop is beyond the .005 level), and those who participant in the workshops have a lower attrition rate than those who do not participate.

Anyone desiring further information about the PCS program should feel free to contact:

Ken Smith, Director of Career Life Planning
Des Moines Area Community College
2006 South Ankeny Blvd.
Ankeny, IA 50021

STUDENT LIFE ASSESSMENT AND RESEARCH

PLANNING FOR COLLEGE SUCCESS (PCS) WORKSHOP
Participant Evaluation

___ ___ ___/___ ___/___ ___ ___ ___ _____ _____
Social Security Number Date Director

Please use the following scale to respond to questions 1 - 8.

1	2	3	4	5
Very Negative	Negative	Neutral	Positive	Very Positive

_____1. What was your attitude/feelings towards the PCS workshop before coming today?

_____2. What is your attitude/feeling towards the PCS workshop now?

_____3. What was you attitude/feelings towards Des Moines Area Community College (DMACC) before the PCS workshop?

_____4. What is your attitude/feelings toward DMACC now?

_____5. How would you rate your feelings about your chances to succeed at DMACC?

_____6. How would you rate the workshop director in helping you learn to plan for college success?

_____7. How would you rate the workshop director in expressing an interest and concern for you?

_____8. How would you rate the overall quality of the PCS workshop?

Please answer either "yes" or "no" to questions 9 and 10.

_____9. Do you feel that you know how to plan better now than before the PCS workshop?

_____10. Do you feel that DMACC cares about you as a person?

In ten words or less, react to the following.

11. Today, the most important thing I learned about myself was . . . .

12. Today, the most important thing I learned about DMACC was . . . .

13. Today, the most important thing I learned about the program I want to go into was . . . .

9/79

PLANNING FOR COLLEGE SUCCESS SELF–REPORT QUESTIONNAIRE

Name: _____ S.S.N. ☐☐☐ ☐☐ ☐☐☐☐

1. What is your primary goal in attending Des Moines Area Community College?

   a.___ Improvement of existing "Job Skills"
   b.___ Preparation for "job to be obtained"
   c.___ College/university transfer credit
   d.___ Personal interest/enrichment
   e.___ Other: (describe)_____
   _____

2. How do you expect to accomplish this goal?

   a.___ Certificate or Diploma program in
   (name of program)_____
   _____
   What Qtr.
   _____
   b.___ Two-year Associate Degree program in
   (name of program)_____
   _____
   What Qtr.
   _____
   c.___ Selected courses
   d.___ Other: (describe)_____
   _____
   What Qtr.
   _____

3. How definite are you concerning your above stated educational goals?

   a.___ Definite
   b.___ Fairly definite, subject to change
   c.___ Not at all definite

4. What were your self-rating and diagnostic test scores from your basic academic skills assessment? (See appropriate Program Information Brief for score comparisons.)

	Self-rating	Diagnostic Test
Reading	a.	b.
English	c.	d.
Math	e.	f.
Algebra	g.	h.

5. What planning needs did you identify during the workshop? (Check any that apply to you)

   a.___ Need to clarify why I want to go to college
   b.___ Need to reassess my educational/career plans
   c.___ Need to know what's available
   d.___ Need to improve my Reading skills
   e.___ Need to improve my English skills
   f.___ Need to improve my Mathematics skills
   g.___ Need to improve my study skills and habits
   h.___ Need to complete special entrance requirements (course pre-requisites, tests, interviews, etc.)
   i.___ Need to explore financial aid possibilities
   j.___ Need to resolve personal concerns that may interfere with my college studies
   k.___ Need to explore services for handicapped
   l.___ Other (describe)_____
   _____

MY PLAN FOR COLLEGE SUCCESS

Identify your three (3) most important planning needs. Then write action steps for each one. Describe what you are going to do, the resource(s) you will use, and the desired completion date. (See college resources in your PCS Workbook)

Action Step No.1 I plan to _____
using the following resource(s) _____
_____ by (date)_____

Action Step No.2 I plan to _____
using the following resource(s)_____
_____ by (date)_____

Action Step No.3 I plan to _____
using the following resource(s)_____
_____ by (date) _____

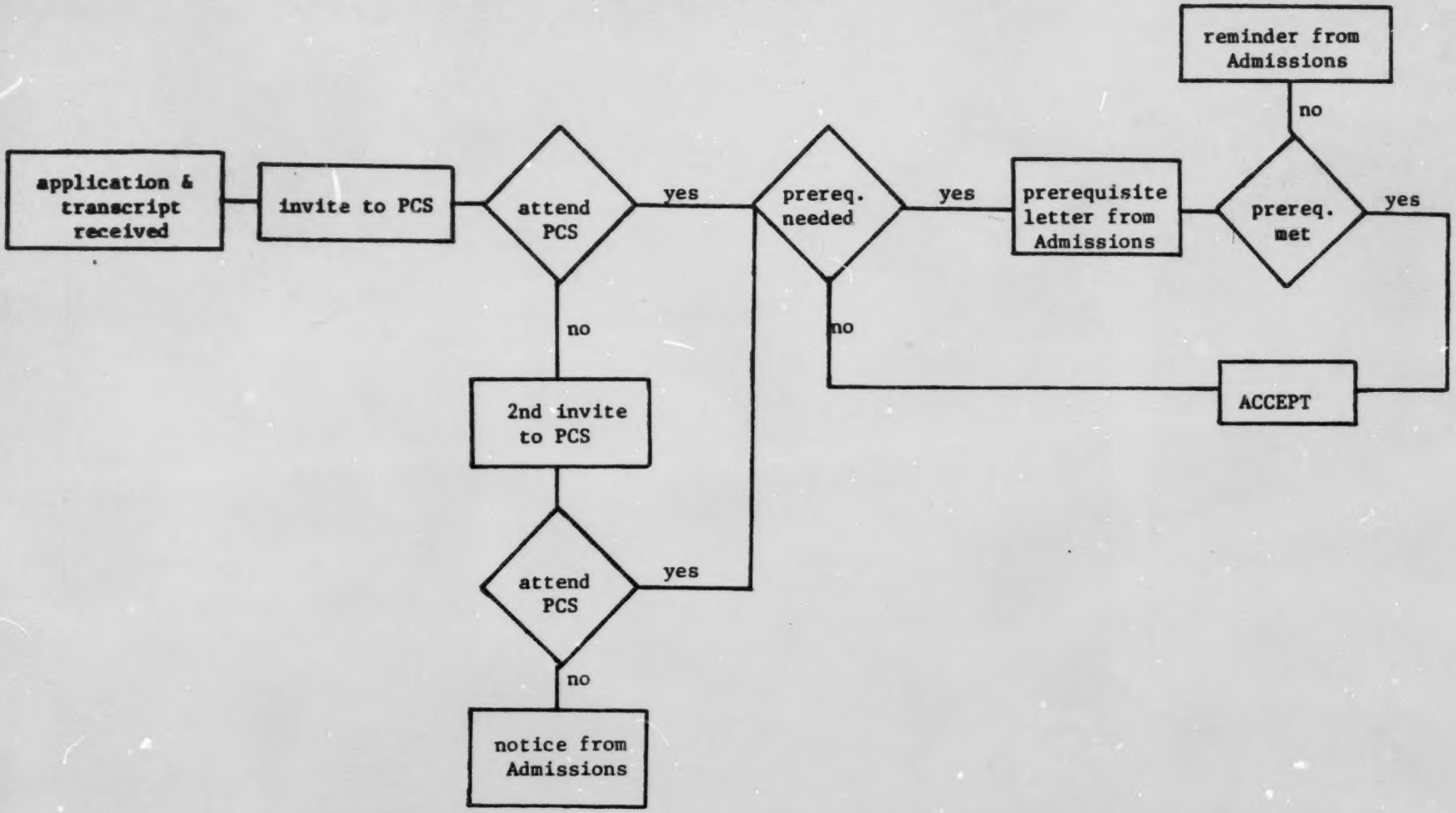
I understand the above information will be used by my program counselor and other college staff if I seek assistance from them and by the college for conducting research on the Planning for College Success Program.

Signed: _____ Date: _____

Distribution: White-Student, Yellow-Student Development, Pink-Enrollment Services

DES MOINES AREA COMMUNITY COLLEGE

ADMISSIONS PROCESS *



* Career Education--mandatory PCS attendance
Arts & Sciences --highly recommended

PLANNING FOR COLLEGE SUCCESS MANUAL

By
Ed Keefe and
Arlen Twedt

Illustrations by Ed Keefe

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welcome

TO THE PLANNING FOR
COLLEGE SUCCESS
WORKSHOP

- AN OPPORTUNITY TO LEARN
MORE ABOUT YOURSELF
AND WHAT YOU MAY EXPECT
FROM
DESMOINES AREA
COMMUNITY
COLLEGE

2.

LIKE MOST PEOPLE, YOU HAVE PROBABLY SPENT SOME TIME THINKING ABOUT AND PLANNING WHAT IT MIGHT BE LIKE FOR YOU AT DMACC.

SOME PEOPLE CALL THIS {DAYDREAMING} OR REHEARSING

IT'S A GOOD SKILL TO DEVELOP!

DURING THIS WORKSHOP WE ARE GOING TO BUILD ON YOUR ABILITY TO DAYDREAM ... AND SHOW YOU A WAY...

TO DO SOME REALISTIC AND SYSTEMATIC

DAYDREAMING

FOR REALISTIC DAYDREAMING YOU NEED SOME ACCURATE INFORMATION ABOUT YOUR OWN ABILITIES AND ABOUT WHAT DMACC EXPECTS FROM YOU.

GATHERING THIS INFORMATION MEANS THAT YOUR BRAIN WILL HAVE TO DO SOME WORK.

THUS AT THE END OF THE WORKSHOP YOU MAY FEEL TIRED AND DRAINED ...

YOU MAY ALSO FIND THAT YOUR DREAMS HAVE BECOME MORE REAL!

ON THE OTHER HAND, YOUR OLD DAYDREAMS MAY HAVE VANISHED... TO BE REPLACED BY NEW ONES!

SO BE IT! DREAMS MAY LIVE OR DIE...

LONG LIVE THE DREAMERS!!!

+ BUT FIRST A WORD FROM OUR SPONSORS...

THIS P.C.S. WORKSHOP IS BEING BROUGHT

CAREER-LIFE PLANNING

C.L.P. IS NOT JUST A NAME ....

PEOPLE WHO CAN SHARE WITH YOU MANY A CLASSROOM.

SKILLS LIKE →

LOCATED AT VARIOUS PLACES ON RESOURCE-PEOPLE AT DMACC

TO YOU BY THE FOLKS FROM THE

DEPARTMENT AT DMACC

... IT IS CARING-LIVELY PEOPLE

OF THE SKILLS YOU MAY NOT FIND IN

CAMPUS — YOUR FIRST LINE OF

AND NOW, BACK TO TODAY'S WORKSHOP...

THE P.C.S. WORKSHOP IS A LEARNING EXPERIENCE.

AT THE END OF THE DAY YOU WILL BE ABLE TO TELL YOUR FRIENDS, RELATIVES AND YOURSELF! THE FOLLOWING BITS OF INFORMATION.

1. YOUR ACADEMIC STRENGTHS AND WEAKNESSES.
2. WHAT YOU HOPE TO GET OUT OF A COLLEGE EDUCATION.
3. SOME OF THE JOBS YOU WILL QUALIFY FOR AFTER YOU COMPLETE YOUR PROGRAM OF STUDIES.
4. THE BARRIERS AND ROADBLOCKS THAT COULD KEEP YOU FROM FINISHING YOUR COLLEGE PROGRAM.
5. SOME THINGS TO DO WHILE WAITING FOR THE COLLEGE DOORS TO OPEN.

6. SPECIAL RESOURCES YOU MAY USE TO IMPROVE YOUR ACADEMIC, CAREER, AND PERSONAL DEVELOPMENT.

7. HOW TO REPEAT THE P.C.S. WORKSHOP ON YOUR OWN.

8

THE BIG PICTURE

8:30 - 11:45AM
OR
6:45 - 10:00PM

GETTING ACQUAINTED
MAKE A GUESS
SELF RATING OF ACADEMIC SKILLS
DIAGNOSIS OF READING SKILLS
15 MINUTE BREAK
DIAGNOSIS OF WRITING SKILLS
DIAGNOSIS OF 'RITHMETIC SKILLS
PROGNOSIS

12:30 - 3:45PM
OR
6:45 - 10:00PM

GETTING STARTED AGAIN
YOUR LEVEL OF DEDICATION
WEIGHING THE CONSEQUENCES
GUESS AGAIN!
15 MINUTE BREAK
BEATING MURPHY'S LAWS
YOUR PLAN FOR COLLEGE SUCCESS
WRAPPING UP AND WINDING DOWN

"GETTING ACQUAINTED"

P.C.S. WORKSHOP DIRECTOR'S NAME

_____ _____

PHONE NUMBER

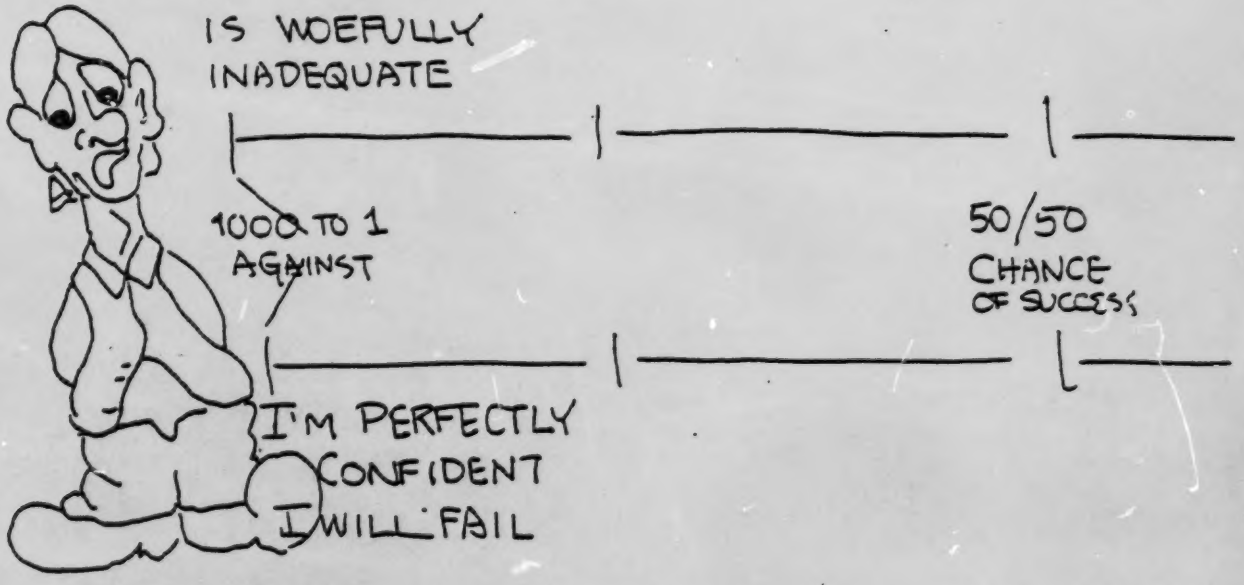
_____

OTHER NAMES (AND PHONE NUMBERS?)

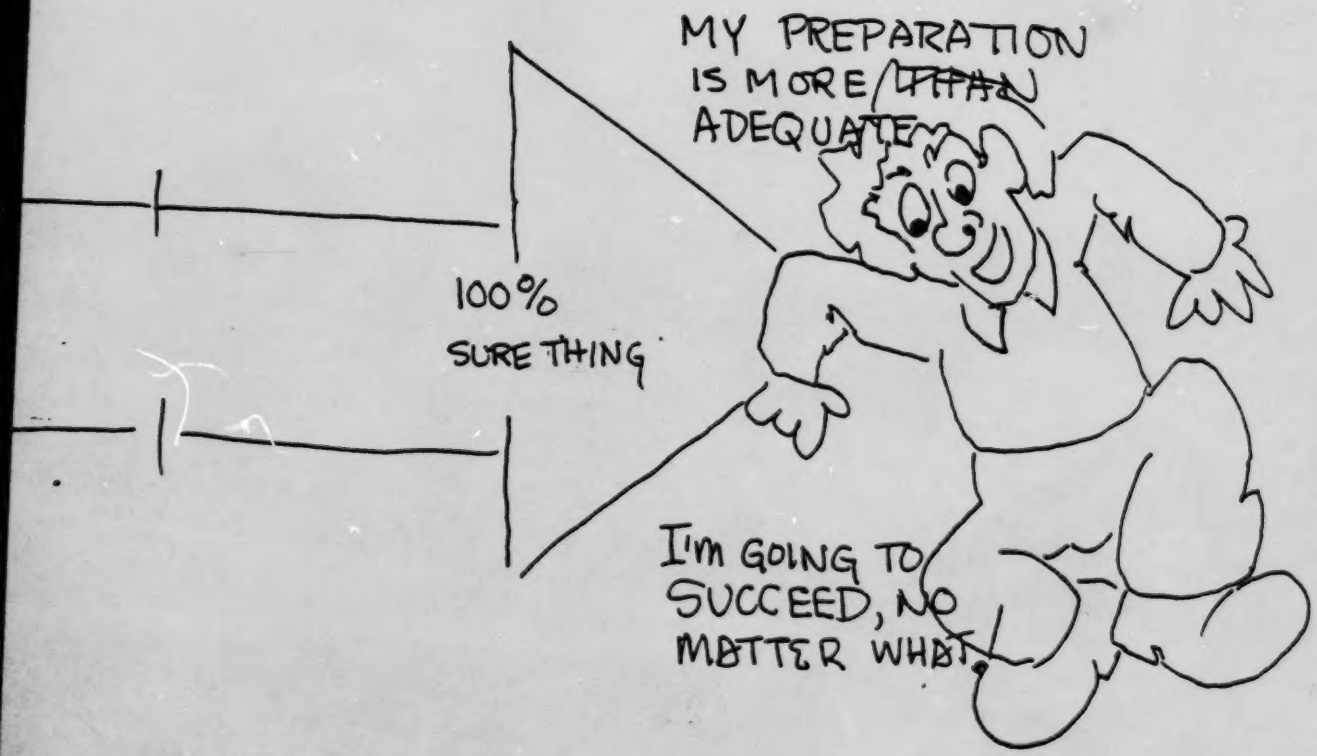
MAKE A GUESS

DIRECTIONS:

1. READ YOUR PROGRAM INFORMATION BRIEF (PIB).
2. REVIEW, MENTALLY YOUR ENTIRE EDUCATIONAL TRIP UP TO THIS POINT IN YOUR LIFE.



3. COMPARE YOUR ACADEMIC PREPARATION WITH WHAT IS GOING TO BE EXPECTED OF YOU FROM THE PIB
4. MARK THE GRAPH BELOW HONESTLY.



READING RATING SCALE

LIKES AND DISLIKES

YES	NO	
☐	☐	I have read most of the books required for school.
☐	☐	I have read at least three books during the past year that were not required for school.
☐	☐	I often recommend good books or articles to other people.
☐	☐	Reading is one of my leisure-time pleasures.
☐	☐	When I read a magazine, I actually read one or more complete articles, rather than concentrating only on pictures and the captions under the pictures.
☐	☐	I know what books I want to read next.
☐	☐	I almost always want to read more than I have time for.
☐	☐	It is not hard for me to sit still while I'm reading.

ABILITIES

☐	☐	I remember what I read.
☐	☐	I like to run across some unfamiliar words in my reading so I have the opportunity to enlarge my vocabularly.
☐	☐	I am a faster reader than most people I know.
☐	☐	I usually understand what I read the first time I read it.
☐	☐	I read some articles in the newspaper almost every day.
☐	☐	My lips do not move as I read.
☐	☐	People frequently ask me to read something and explain it to them.
☐	☐	I adjust my speed of reading to the difficulty of the material I am reading.

H.S. GRADES OR G.E.D. SCORES

	I made a B or better in courses listed below:	I scored 46 or higher on the GED Literature Test
☐	☐	U.S. History
☐	☐	World History
☐	☐	American Literature
☐	☐	English Literature

If YES add 3 to your total score.

☐☐ TOTALS

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WRITING RATING SCALE

LIKES AND DISLIKES

Yes	No	
☐	☐	I like to work crossword puzzles.
☐	☐	I write in a diary or journal sometimes.
☐	☐	I would like to be part of a creative writing club.
☐	☐	I like to know if others get the same ideas as I do from a book or a magazine article.
☐	☐	I like to think deeply about the meanings of ideas I read.
☐	☐	I enjoy writing letters to my friends and family.
☐	☐	I am usually able to understand most of what I read.
☐	☐	I would rather read a book than see the same story in a movie or on television.

ABILITIES

☐	☐	I can recognize what is a complete sentence and what is not a complete sentence.
☐	☐	I often try to improve a letter or report by rewriting it.
☐	☐	I enjoy it when writers use common words in unusual ways.
☐	☐	The words used in magazines and newspapers are usually easy for me to understand.
☐	☐	I sometimes disagree with a writer's logic and reasoning.
☐	☐	I often find myself thinking ahead of the author as I read.
☐	☐	I often look words up in a dictionary.

H.S. GRADES OR G.E.D. SCORES

	I made a B or better in courses listed below:	I scored 46 or higher on the GED English Test
☐	Freshman English (9th)	
☐	Sophomore English (10th)	
☐	Junior English (11th)	If YES add 3 to your total score
☐	Senior English (12th)	

☐☐ TOTALS

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'RITHMETIC RATING SCALE

LIKES AND DISLIKES

YES	NO	
☐	☐	I enjoy playing number games.
☐	☐	I like putting puzzles together.
☐	☐	I enjoy working with figures.
☐	☐	I enjoy mechanical drawing.
☐	☐	I look forward to enrolling in college math courses.
☐	☐	I enjoy helping others with math.
☐	☐	I like to measure exactly before hanging a picture.
☐	☐	I like to figure out math problems.

ABILITIES

☐	☐	I am generally a good math student.
☐	☐	I took two full years of high school algebra.
☐	☐	I understand geometric theorems.
☐	☐	I routinely balance my checkbook.
☐	☐	I usually get the correct answer on a math problem the first time.
☐	☐	I remember telephone numbers well.
☐	☐	I make a budget for my spending money.
☐	☐	I do arithmetic functions well (add, subtract, multiply, divide, etc.).

'H.S. GRADES OR G.E.D. SCORES

I made a B or getter in courses listed below:

☐	Algebra 1 & 2 (9th Grade)
☐	Geometry (10th Grade)
☐	Algebra 3 & 4 (11th Grade)
☐	Other Math_____

I scored 46 or higher on the GED Math Test

If YES add 3 to your total score.

☐ ☐ TOTALS

DIAGNOSTIC TESTING

YOU WILL BE TAKING SOME STANDARD TESTS IN READIN', WRITIN', AND 'RITHMETIC.

. THIS, TOO, IS PART OF THE INFORMATION GATHERING NEEDED TO MAKE A MORE ACCURATE PREDICTION OF YOUR SUCCESS IN COLLEGE.

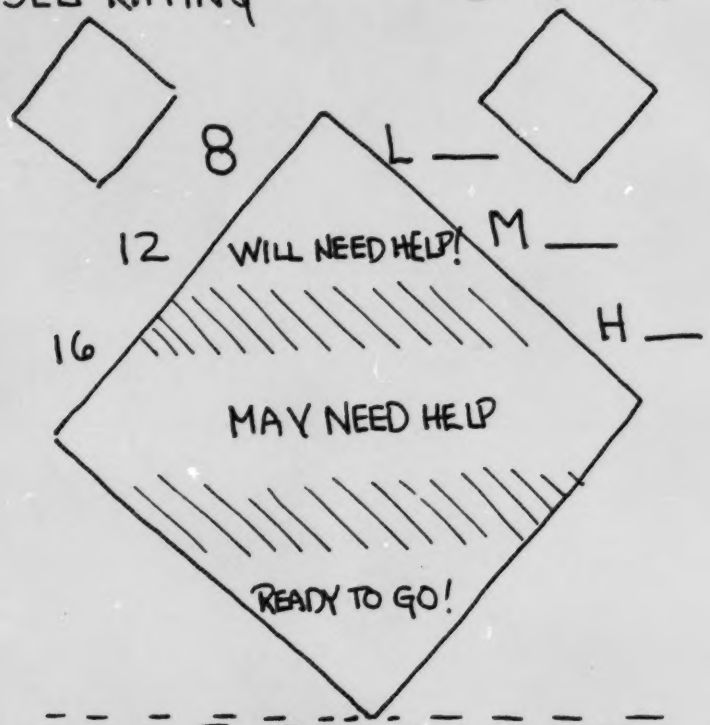
16

WE EMPHASIZE ... THE RESULTS OF THESE TESTS WILL NOT BE USED TO KEEP YOU OUT OF SCHOOL --- NOR WILL THEY BE SHARED WITH OTHERS

PROGNOSIS - - -

READING

SELF RATING DIAGNOSIS MEANING/RECOMMENDED



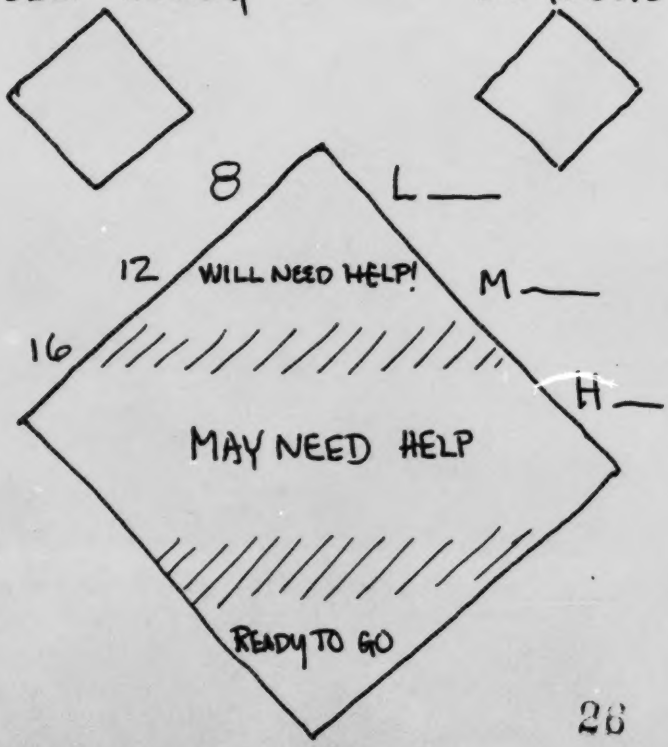
WILL NEED HELP: Developmental Reading/Study Skills; Work in Learning Centers at Ankeny, Boone, Urban or East Branch.

MAY NEED HELP: Further exploration at the Learning Centers (Ankeny, Boone, Urban, or East Branch); OR Study Skills/developmental Reading.

READY TO GO: Prepared for program needs/college work. May wish to explore study skills/speed reading according to individual needs.

WRITING (ENGLISH)

SELF RATING DIAGNOSIS MEANING/RECOMMENDED



WILL NEED HELP: English Fundamentals OR Work in Learning Centers at Ankeny, Urban, Boone, or East Branch.

MAY NEED HELP: Further diagnostic work in Learning Center at Ankeny, Boone, Urban, or East Branch OR English Fundamentals or College Prep Writing.

READY TO GO: Prepare for program work or Comp I (ENGL: 110).

'RITHMETIC

MATH

MEANING/RECOMMENDED

SELF RATING

DIAGNOSIS

WILL NEED HELP: College Arithmetic OR Learning Centers at Ankeny, Urban, Boone, or East Branch.

MAY NEED HELP: Introduction to Algebra, College Arithmetic; Work in Learning Center at Ankeny, Urban, Boone, or East Branch; Work on own.

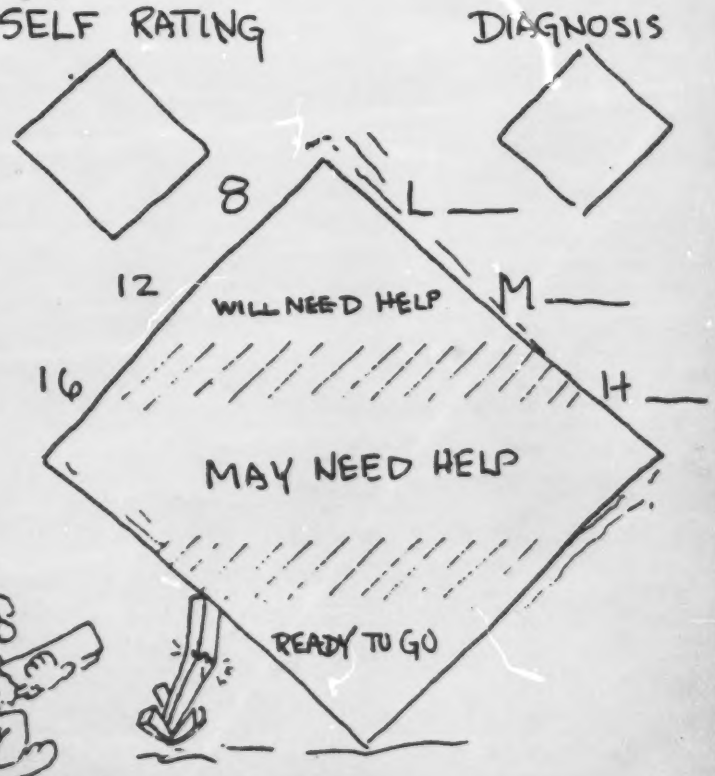
READY TO GO: Choose according to background and interest. All indications are you're ready for your chosen program.

ALGEBRA

MEANING/RECOMMENDED

SELF RATING

DIAGNOSIS



WILL NEED HELP: Introduction to Algebra, Learning Centers at Ankeny, Urban, Boone, or East Branch. Very low scores should look into arithmetic skills.

MAY NEED HELP: Introdution to Algebra; Work in Learning Centers at Ankeny, Urban, Boone, or East Branch; Work on own.

READY TO GO: Choose according to background and interest. All indications are you are ready for your program.

GLOSSARY OF COLLEGE TERMS

ASSOCIATE DEGREE: A two-year degree offered by colleges throughout the United States.

ASSOCIATE IN ARTS DEGREE: The degree awarded to students who have a primary goal of continuing their education to a four-year institution. The general core requirements and the program course requirements in their area of specialization must be fulfilled.

ASSOCIATE IN APPLIED SCIENCE: The degree awarded to students who complete a two-year technical curriculum.

AUDIT: Taking a course without receiving credit or grades.

CLEP TEST: The College Level Examination is a special national examination that the college has adopted to evaluate knowledge in several broad areas. Successful performance on the CLEP can allow students to waive portions of the Liberal Education requirements and the English requirement while earning as much as 43 quarter hours, only 35 may be used to meet core requirements.

CATALOG: The catalog is an essential thing for registration. Among other things, it contains program requirements, descriptions of all courses offered at DMACC and their prerequisites, core requirements, scholastic information and grading practices.

CERTIFICATE: The certificate is awarded to those individuals who satisfactorily complete a credit curriculum of study in selected areas of study. Students must achieve a minimum cumulative grade point average of 1.75 and passing grades in all required courses.

CHALLENGE TEST: DMACC recognizes that because of previous education or experience in a particular field, students may possess sufficient skills and knowledge to complete their instructional programs at an accelerated rate. A challenge test may be taken to receive college credit for the tests successfully passed.

COMPREHENSIVE LEARNING CENTER: Sometimes referred to as the CLC. If you need some upgrading in a specific academic area, the CLC staff can provide the help needed with support courses. These centers are located in different areas of the district.

CORE REQUIREMENTS: All students who intend to receive an Associate of Arts degree from the college are required to complete a set of common course requirements called Core Requirements. They consist of a minimum number of credits in each of several areas, totalling 35 credits. The remaining 61 credits are either program requirements or electives.

COURSE DESCRIPTION: Statements identifying the contents of a course. Course descriptions can be found in the college catalog.

COURSE SECTION: A group of students meeting to study a particular course at a definite time. Sections are identified in the class schedule by specific numbers and times. Some courses in the class schedule will have many sections.

CREDIT HOUR: Numerical value assigned to each college or university class, depending on the amount of material covered. A class earning 3 credit hours for a quarter will normally meet approximately 3 hours per week for the duration of the quarter.

CURRICULUM: A group a courses planned to lead to some specific competence in a field of study and to a certificate, diploma or associate degree.

DEGREE: A title conferred by a college or university upon completion of a particular program of academic work.

DIPLOMA: Diplomas are issued to individuals who complete a curriculum of short duration.

ELECTIVE: A non-required course within a curriculum. An elective permits a student to select a course of their choice within their program, rather than taking specifically designated courses.

GED: General Educational Development Tests are given to eligible adults who desire certification of high school equivalency. Adults who pass the tests are entitled to receive the Iowa High School Equivalency Diploma.

GRADE POINT AVERAGE: A numerical average which indicates a success or failure in a student's college work.

MAJOR: The subject matter in a field of study a student selects on which to place a major emphasis.

MINOR: The subject matter in a field of study a student selects on which to place minor emphasis.

PREREQUISITE: Course required to have been successfully completed prior to the enrollment in another class.

ORIENTATION: A special program acquainting students with a particular institution, usually held the beginning of a semester or quarter.

QUARTER HOUR: 2/3 of a semester hour, 3 quarter hours/credits are equivalent to 2 semester hours - a quarter in generally 12 weeks in length.

REGISTRATION: The process of selecting courses, completing college forms and paying fees, all of which should be completed prior to the beginning of classes each term.

SEMESTER HOURS: Hours of credit assigned to a course. The number of credits assigned is determined by the number of classroom hours spent in the course over the semester - a semester is generally 17 - 18 weeks in length.

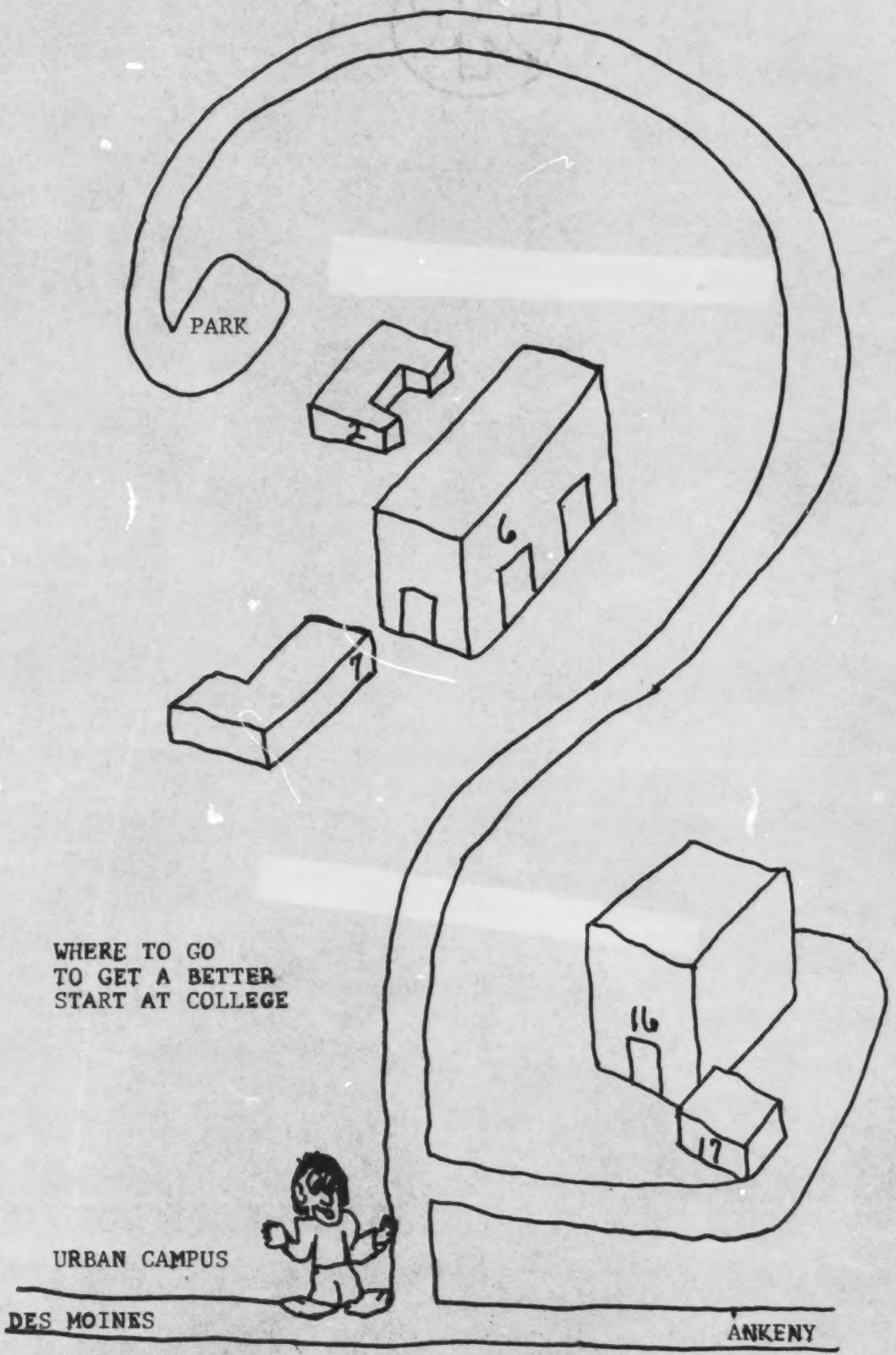
TRANSFER: The conveyance of a student's credits from one college to another.

TRANSCRIPT: The official college record of a student's academic standing. It usually includes biographical data, test scores and college grades.

COMMON ABBREVIATIONS

A.A. = ASSOCIATE OF ARTS DEGREE
A.A.A. = ASSOCIATE OF APPLIED ARTS DEGREE
A.A.S. = ASSOCIATE OF APPLIED SCIENCE DEGREE
B.E.O.G. = BASIC EDUCATIONAL OPPORTUNITY GRANT
C.E.C. = CAREER EXPLORATION CENTER
C.L.C. = COMPREHENSIVE LEARNING CENTER.
C.L.P. = CAREER LIFE PLANNING
C.R.L. = CAREER REFERENCE LIBRARY
DMACC = DES MOINES AREA COMMUNITY COLLEGE
F.I.S.L. = FEDERALLY INSURED STUDENT LOAN
G.E.D. = GENERAL EDUCATIONAL DEVELOPMENT
G.S.L. = GUARANTEED STUDENT LOAN
N.D.S.L. = NATIONAL DIRECT STUDENT LOAN
P.A. = PEER ASSISTANT
P.C.S. = PLANNING FOR COLLEGE SUCCESS
P.I.B. = PROGRAM INFORMATION BRIEF
S.E.O.G. = STUDENT EDUCATIONAL OPPORTUNITY GRANT
S.R.Q. = STUDENT REPORT QUESTIONNAIRE
V.A. = VETERANS' AFFAIRS

STUDENT RESOURCE MAP*



*Not drawn to scale and may, actually, have some more buildings than those shown

RESOURCES

Bldg. 16 - One of the first buildings on campus.
Located behind bldg. 17 (administration)

Resources Include:
--Career Life Planning Staff
--Admissions Office
--Financial Aid Office
--Veterans Office
--Voc. Rehab. Office

Bldg. 6 - Located in front of bldg. 2 (classrooms/offices)
and alongside bldg. 7 (food & bookstore)

Resources Include:
--Career Life Planning Staff (aka counselors)
--Career Directions Workshops (one day sessions to teach you how to make wise career decisions)
--Career Resource Center (a separate library with info. on 2000+ colleges and 30,000 jobs.)
--Health Services: (both emergency care and personal health planning services:)
--Comprehensive Learning Center: individual instruction in reading, writing, 'rithmetic: to bring you up to the competetive edge for college.
--College Adaptor Program: credit classes in study skills, speed reading, basic math, English, algebra.
--Educational Advisors: help in filling out forms for getting through DMACC and even transferring.
--Job Information: place to go to find full/part-time jobs and learn how you can get them on your own.
--Handicapped Services/Special services: readers, tutors, special equipment.

Urban Campus - include Career Exploration Center
A place to try on 200 different types of jobs to see how they fit.

P.C.S. MANUAL
PART 2

32/A

GETTING STARTED

YOUR PAST SUCCESS IN SCHOOL IS ONE OF THE BEST WAYS TO PREDICT YOUR FUTURE SUCCESS IN SCHOOL.

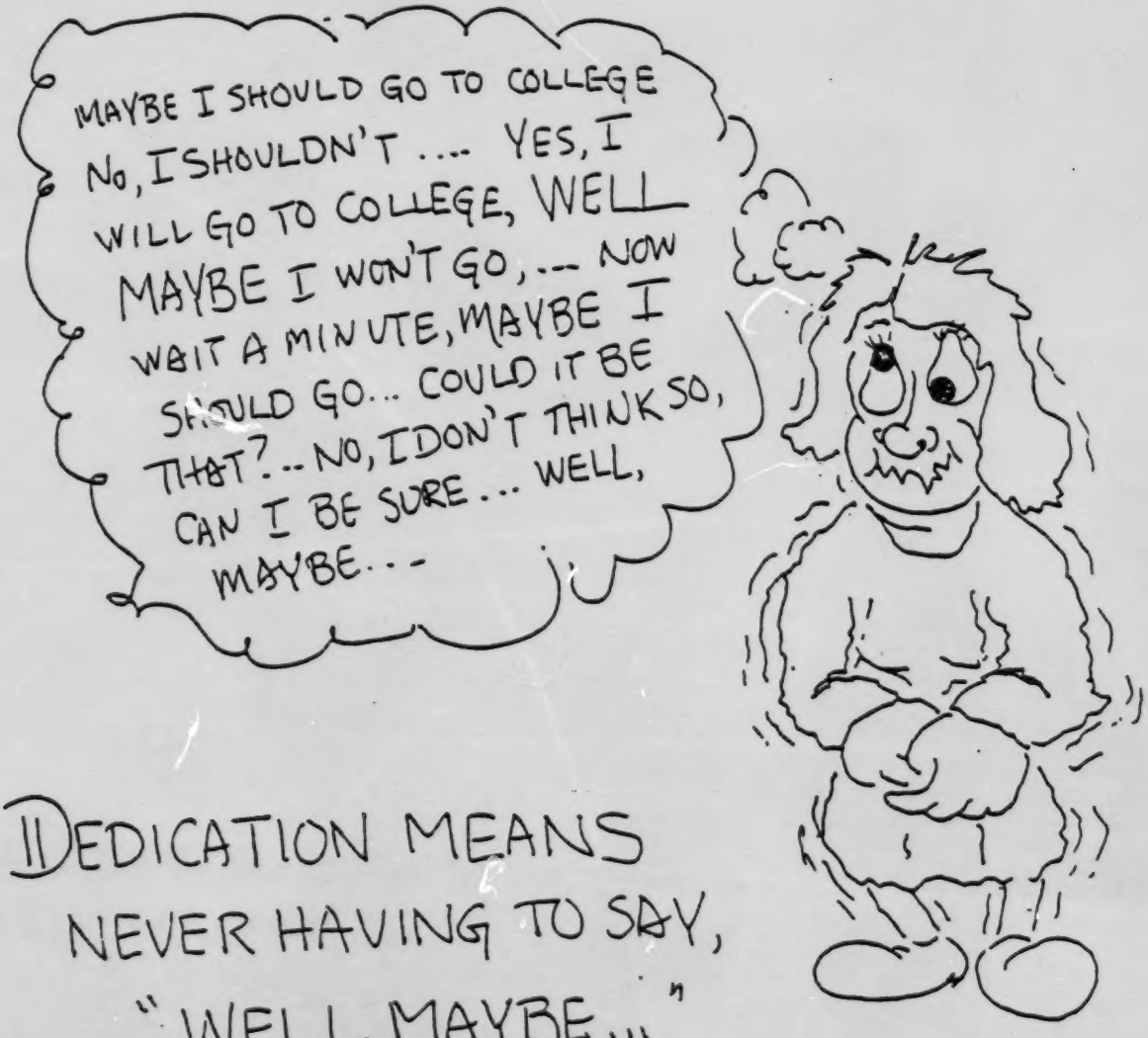
YET, EVEN THOUGH YOU MAY BE A PRODUCT OF YOUR PAST, YOU ARE NOT A PRISONER OF IT.

MANY PEOPLE WITH WEAK ACADEMIC BACKGROUNDS HAVE SUCCEEDED AT DMACC

HOW COME?

BECAUSE THEY WERE DEDICATED.
DETERMINED TO GET WHAT THEY WANTED.

AS A MATTER OF FACT, WE HAVE FOUND THAT A PERSON'S LEVEL OF DEDICATION IS ANOTHER GOOD WAY TO PREDICT SUCCESS IN COLLEGE.


MAYBE I SHOULD GO TO COLLEGE
NO, I SHOULDN'T .... YES, I
WILL GO TO COLLEGE, WELL
MAYBE I WON'T GO, ... NOW
WAIT A MINUTE, MAYBE I
SHOULD GO... COULD IT BE
THAT? ... NO, I DON'T THINK SO,
CAN I BE SURE ... WELL,
MAYBE...

DEDICATION MEANS
NEVER HAVING TO SAY,
"WELL, MAYBE..."

DEDICATION IS AN ATTITUDE THAT SAYS "I'D RATHER FIGHT THAN QUIT."

THERE ARE NO TESTS TO MEASURE "STRENGTH OF DEDICATION"

WE INVITE YOU TO GET INVOLVED IN THE NEXT COUPLE OF EXERCISES AS A WAY TO MEASURE YOUR OWN LEVEL OF DEDICATION.

VALUES

VALUES ARE THE THINGS THAT MAKE PEOPLE DO THE THINGS THEY DO.

THE MORE STRONGLY YOU HOLD A VALUE TO CHANGE, THE STRONGER IS YOUR MOTIVATION TO TACKLE SOMETHING NEW.

THE DEEPER YOUR VALUES GO, THE MORE LIKELY YOU ARE TO STRAIN YOUR BRAIN AND RACK YOUR BACK TO GET THE JOB DONE.

HERE IS A LIST OF VALUES ....

LOOK THROUGH THE LIST AND PLACE A MARK ON THE SCALE BENEATH EACH VALUE.

THERE ARE NO RIGHT OR WRONG ANSWERS.
-NOT EVEN ANY "BEST" ANSWERS... ONLY YOUR ANSWERS...

SO, WHAT TURNS YOU ON?

IS IT... MONEY?

FINANCIAL SECURITY?

1 —— 2 —— 3 —— 4 —— 5

NOT VERY IMPORTANT — SO-SO — YES, VERY IMPORTANT

HOW ABOUT...

SELF CONFIDENCE

1 —— 2 —— 3 —— 4 —— 5

NOT VERY IMPORTANT — SO-SO — VERY IMPORTANT

OR.. PLEASURE AND ENJOYMENT

USE YOUR IMAGINATION

1 —— 2 —— 3 —— 4 —— 5

NOT VERY IMPORTANT — SO-SO — VERY IMPORTANT

PERHAPS...

SUCCESS IN A PROFESSION/JOB

1 —— 2 —— 3 —— 4 —— 5

NOT VERY IMPORTANT — SO-SO — VERY IMPORTANT

THEN TOO...THERE'S

SERVICE TO OTHER'S...

1 —— 2 —— 3 —— 4 —— 5

NOT VERY IMPORTANT — SO-SO — VERY IMPORTANT

MAYBE, FOR YOU, IT'S

ENOUGH LEISURE TIME

1 —— 2 —— 3 —— 4 —— 5

NOT VERY IMPORTANT — SO-SO — VERY IMPORTANT

HOW ABOUT...

FREEDOM TO DO WHAT YOU WANT

1 —— 2 —— 3 —— 4 —— 5

1 NOT VERY IMPORTANT

3 SO-SO

5 VERY IMPORTANT

POSSIBLY...

SUCCESS IN SCHOOL

1 —— 2 —— 3 —— 4 —— 5

1 NOT VERY IMPORTANT

3 SO-SO

5 VERY IMPORTANT

OR...

LIVING AND WORKING WHERE YOU CHOOSE

1 —— 2 —— 3 —— 4 —— 5

1 NOT VERY IMPORTANT

3 SO-SO

5 VERY IMPORTANT

FOR YOU... MAYBE...

HONEST RELATIONSHIPS WITH OTHERS

1 —— 2 —— 3 —— 4 —— 5

1 NOT VERY IMPORTANT

3 SO-SO

5 VERY IMPORTANT

MORE THAN LIKELY...

GOOD HEALTH

1 —— 2 —— 3 —— 4 —— 5

1 NOT VERY IMPORTANT

3 SO-SO

5 VERY IMPORTANT

THEN THERE'S ALWAYS

A GOOD LOVE RELATIONSHIP

1 —— 2 —— 3 —— 4 —— 5

1 NOT VERY IMPORTANT

3 SO-SO

5 VERY IMPORTANT

OR MAYBE YOU VALUE...

BEING SKILLED AT SOMETHING

1 —— 2 —— 3 —— 4 —— 5

1 NOT VERY IMPORTANT

3 SO-SO

5 VERY IMPORTANT

PERHAPS YOU'D GIVE ANYTHING FOR...

PEACE WITH YOURSELF

1 —— 2 —— 3 —— 4 —— 5

1 NOT VERY IMPORTANT

3 SO-SO

5 VERY IMPORTANT

HOW MUCH DO YOU VALUE...

YOUR PHYSICAL APPEARANCE?

1 NOT VERY MUCH — 2 — 3 SO-SO — 4 — 5 VERY MUCH

RECOGNITION BY OTHERS

1 NOT VERY MUCH — 3 SO-SO — 4 — 5 VERY MUCH

MATERIAL POSSESSIONS

1 NOT VERY MUCH — 2 — 3 SO-SO — 4 — 5 VERY MUCH

AUTHORITY OVER OTHERS

1 NOT VERY MUCH — 2 — 3 SO-SO — 4 — 5 VERY MUCH

A HAPPY FAMILY RELATIONSHIP

1 NOT VERY MUCH — 2 — 3 SO-SO — 4 — 5 VERY MUCH

NOW, GO BACK THROUGH THE LIST OF VALUES AND PICK OUT YOUR

TOP 5

WRITE THEM IN HERE

WHAT YOU HAVE HERE ARE SOME "VALUES INDICATORS"

VALUE INDICATORS BECOME TRUE VALUES WHEN YOU ACT UPON THEM...

AND, USUALLY ACT UPON THEM WITH FEELINGS

WHEN SOMETHING GOES AGAINST THE GRAIN OF YOUR VALUES. YOU MAY FEEL IRRITATED, DISGUSTED, ANGRY, AND FINALLY BORED AND APATHETIC.

A COUPLE OF SITUATIONS IN WHICH YOU MAY HAVE EXPERIENCED SUCH FEELINGS ARE

WORK AND SCHOOL

THE NEXT EXERCISE IS DESIGNED TO LET YOU UNCOVER YOUR TRUE VALUES BY RECALLING SOME DISTASTEFUL EXPERIENCES AT WORK OR IN SCHOOL.

YOUR OWN COLLECTION OF DISTASTEFUL WORK AND/OR SCHOOL CONDITIONS

USING THE COLLECTION ABOVE, DESIGN YOUR OWN IDEAL WORK/SCHOOL CONDITIONS

WITH YOUR P.I.B. IN ONE HAND AND YOUR "IDEAL CONDITIONS" IN THE OTHER, LOOK AT THE SECTIONS ON THE P.I.B. THAT DEAL WITH SCHOOL AND WORK..

MAKE NOTE OF ANY AND ALL PLACES WHERE YOUR "IDEAL CONDITIONS" DISAGREE WITH INFORMATION ON THE P.I.B.

WEIGHING THE CONSEQUENCES

FROM THE BRAIN-STORMING SESSION ...

PULL IT ALL TOGETHER

YOU HAVE TAKEN A LOOK AT SOME OF YOUR ACADEMIC ABILITIES.

FROM THE P.I.B. YOU HAVE LEARNED SOME MORE OF WHAT DMACC EXPECTS OF YOU IN YOUR PROGRAM CHOICE.

HAVING DONE THIS MUCH YOU HAVE ALREADY INCREASED THE PROBABILITY THAT YOU WILL

SUCCEED IN YOUR COLLEGE PLAN

THIS, HOWEVER, IS NO GUARANTEE!

"HONESTY IN ADVERTISING" DEMANDS THAT YOU ALSO BE AWARE OF HOW THINGS MAY GO SNAFU!

WHAT COULD POSSIBLY GO WRONG?

LIST THE CONCERNS YOU HAVE

DESCRIBE SOME STEPS YOU COULD TAKE TO IMPROVE YOUR PROBABILITY OF SUCCESS

GUESS AGAIN!

NOW IT'S TIME TO MAKE A MORE REALISTIC EVALUATION OF YOUR CHANCES OF SUCCESS AT DMACC

1) HOW SATISFIED ARE YOU WITH YOUR ACADEMIC ABILITIES?

1 —— 2 —— 3 —— 4 —— 5

GREATLY DISSATISFIED — COMPLETELY SATISFIED

2) HOW COMMITTED ARE YOU TO YOUR PROGRAM/CAREER CHOICE?

1 —— 2 —— 3 —— 4 —— 5

UNCOMMITTED — COMMITTED

3) HOW MOTIVATED ARE YOU TO ATTEND DMACC?

1 —— 2 —— 3 —— 4 —— 5

UNMOTIVATED — VERY MOTIVATED

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THE MOST SUCCESSFUL WAY TO INSURE YOUR SUCCESS

PLAN!

BY PLANNING, NOW, THE NEXT FEW STEPS YOU WILL TAKE, YOU CAN EVEN INCREASE YOUR CHANCES OF SUCCESS AT DMACC.

PLANNING IS HARD WORK!
IT INVOLVES USING YOUR HEAD
TO GET YOUR FEET MOVING.

SOPHISTICATED PLANNERS INCLUDE THE FOLLOWING ITEMS IN EACH TASK THEY GIVE THEMSELVES TO DO.

1 WHAT THE TASK IS
2 HOW THEY WILL DO IT
3 A DEFINITE TIME LIMIT
4 HOW THEY WILL REWARD THEMSELVES FOR DOING THE TASK.

THE MOST SUCCESSFUL PLANNERS ALSO KNOW THAT THEIR "WEAKNESSES" ARE NOT REALLY WEAKNESSES BUT AREAS FOR FUTURE GROWTH AND THEY PLAN THEIR OWN GROWTH

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AN EXAMPLE (LOW MATH SKILLS)
I plan to brushup on all the math I've forgotten (WHAT) by taking some individualized math courses at the Learning Center (HOW) and completing them one week before school starts (WHEN) When I do, I will give myself a whole day of goofing off (REWORD!)

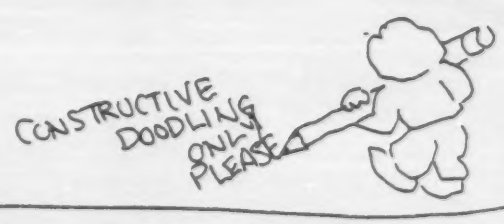
TRY A PLAN ON YOUR OWN

PLANNING-NOTES

STEP 1

STEP 2

STEP 3



DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: ACCOUNTING SPECIALIST
PROGRAM COUNSELOR: Mardelle Abram
PHONE: 964-6294 (1-800-362-2127)
DATE PREPARED: September 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- get along with people
- think clearly and quickly
- work accurately with numbers
- know accounting rules and forms
- understand and follow spoken and written directions
- work out practical problems and use common sense
- write clearly, especially when writing numbers
- sit for long periods of time
- be bondable (don't have criminal record)
- operate business office equipment
- assume leadership role
- accept responsibility
- serve in supervisory capacity
- work with technical accounting problems
- talk about and demonstrate your accounting knowledge and skills
- make a good personal impression

ON THE JOB, YOU:

- concentrate for long periods of time
- work under pressure during busy months
- like challenging problems
- use all kinds of office machines
- work indoors
- do work that is sometimes repetitious
- do clerical detail work
- apply technical accounting knowledge to specific tasks
- work without supervision
- keep your work organized

THINGS TO THINK ABOUT:

- offices are usually attractive, quiet place to work
- overtime work is common during busy seasons
- position has responsibility
- you do work that is important and fulfilling
- confined work conditions
- work is year around - seldom have lay-offs
- working conditions are clean
- co-workers often highly educated

EARNINGS AND BENEFITS:

- number of hours/week	35-40
- average starting wage/hour	$4.50-6.00
- average salary range/year	$9,000-12,000
- fringe benefits generally good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in large and small businesses, industry, government, military, self-employed
- steady demand for accounting specialists
- opportunities for advancement with education and experience
- additional college education and experience can lead to eligibility for CPA
- more responsibility is part of advancement
- promotion to supervision and management is part of advancement opportunities

EDUCATION AND TRAINING:

- high school diploma or GED is required
- college training is generally required for advancement

THE DMACC ACCOUNTING SPECIALISTS PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $1,578 total
- location: Ankeny
- starting time: September, March
- graduation award: Associate in Applied Science (A.A.S.)

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- learn how to keep a complete set of accounting records
- learn how to follow, as well as give, instructions
- learn how to operate various office machines
- learn how to work with different tax forms
- learn how computers are used in business
- learn how businesses are organized for efficiency

Basic Content Areas are:

- accounting
- data processing
- business procedures
- for a description of the curriculum, see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office for Ankeny enrollment
- your high school (or its equivalent) and any previous official college transcript must be sent to the Admissions Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must apply knowledge from related, general and business courses
- must be able to perform activities in an organized and detailed manner
- must be highly motivated
- must be able to analyze situations
- must be able to identify important facts
- must work out solutions to practical problems
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may want to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance
- must maintain a 2.0 GPA to graduate

Recommended Background Subjects:
- high school accounting/bookkeeping
- business math
- English
- algebra (year minimum)
- speech
- typing

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- be prepared for a lot of work
- a part-time job may be too much to handle while enrolled full-time
- high school accounting/bookkeeping is helpful
- don't skip classes

WHERE TO GET MORE INFORMATION:

Iowa Society of CPA's
912 Insurance Exchange Building
Des Moines, IA

Iowa Accountancy Board
State Office Bldg.
4th & Walnut
2nd Floor
Des Moines, IA 50319

Accounting Departments:
Drake University - Des Moines, IA
Iowa State University - Ames, IA
Simpson College - Indianola, IA
University of Northern Iowa - Cedar Falls, IA
State University of Iowa - Iowa City, IA

Occupational Outlook

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: ADMINISTRATIVE SECRETARY

PROGRAM COUNSELOR: Don Holand George Silberhorn

PHONE: 964-6216 (1-800-362-2127) 432-7203

DATE PREPARED: July, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- be well groomed, dependable, and punctual
- use correct spelling, punctuation, grammar and vocabulary
- remain pleasant, alert, friendly throughout the day
- use good judgement in making own decisions and be able to work under pressure
- do detail work correctly
- deal with all kinds of people
- follow written and spoken instructions
- speak clearly and pleasantly on the telephone
- operate typewriter, basic duplicating and calculating machines
- adapt to various office situations
- take shorthand quickly and accurately
- talk about and demonstrate your administrative secretary skills and knowledge

ON THE JOB, YOU:

- may work in nearly all public and private organizations of every size and kind
- schedule appointments, give information to callers, and direct visitors to their destination
- often read and route incoming mail
- must find and attach the appropriate file to correspondence to be answered by employer
- handle many kinds of typing and filing duties
- process correspondence, minutes of staff meetings, and other kinds of reports
- arrange travel schedules and make reservations for employer
- may keep personal and other kinds of reports
- may supervise other office workers
- take shorthand dictation from one or more persons
- transcribe from shorthand dictation
- may be assigned basic bookkeeping tasks

THINGS TO THINK ABOUT:

- the work is usually interesting and challenging
- employers may pay for additional training or education
- you may have to work under stressful situations
- may be responsible for efficient operation of office
- may share executive's workload

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting salary/month	$725
- average salary range/year	$8,280-10,800
- fringe benefits will vary according to the employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may advance to administrative assistant, office supervisor, executive secretary, or manager depending on your skills and knowledge
- there will be a rapidly increasing demand for office workers because of business and industrial expansion according to Job Service of Iowa
- retirements and replacements will make many openings in this area
- for those not wanting full-time jobs, part-time workers are in great demand

EDUCATION AND TRAINING:

- high school graduation is required
- shorthand is a requirement
- graduation from a technical or vocational school is highly recommended

THE DMACC ADMINISTRATIVE SECRETARIAL PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $1071 total
- location: Ankeny and Boone
- starting time: September, December, March, June
- special starts can be arranged through the secretarial program
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- understand how the office is set up, run, and maintained
- develop reading, comprehension, and spelling skills
- build on clerical, mathematical, and grammatical abilities
- learn to establish effective interpersonal relationships with people
- develop an awareness of the need for continuance of personal and professional growth

Basic Content Area are:

- shorthand
- typing
- human relations
- business communications
- office procedures
- data processing
- records management
- word processing
- office accounting
- for a description of the curriculum, see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny or Boone
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must be able to maintain effective interpersonal relationships with people of different ages and backgrounds
- must be able to read, comprehend and correctly spell words
- must develop ways to control your time
- should be able to follow instructions
- may need to strengthen your academic skills before entering the program; contact your program counselor for individual follow-up assistance
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops

Recommended Background Subjects:

- typing
- bookkeeping
- accounting
- business English
- office practice
- business math
- human relations

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- put your best foot foward
- get involved in Office Education Association activities
- you are responsible for your own progress
- try to take a part-time job related to this area

WHERE TO GET MORE INFORMATION:

- National Secretaries Association
  2440 Pershing Road, Suite G10, Crown Center
  Kansas City, Missouri 64108

- Association of Independent Colleges and Schools
  1730 "M" Street N.W.
  Washington, D.C. 20036

- Dennis Marten, Chairperson
  Office Occupations Dept.
  Des Moines Area Community College
  2006 South Ankeny Blvd.
  Ankeny, Iowa 50021

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: AGRI-BUSINESS
PROGRAM COUNSELOR: Arlen Twedt
PHONE: 964-6585 (1-800-362-2127)
DATE PREPARED: May, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- work well with customers and other employees
- be a good manager and leader and have the ability to train others
- follow verbal and written directions well
- plan and organize well
- speak and express yourself well
- use math in figuring prices and profits and filling orders
- understand technical product information and communicate it to others
- see and hear well
- be in good health to perform the variety of physically demanding activities such as heavy lifting (50 pounds or more)
- talk about and demonstrate your agri-business knowledge and skills

ON THE JOB, YOU:

- must be well informed on the products and their uses
- work long hours when necessary including nights, weekends and holidays
- advise agricultural producers on the special problems they have and the most economical way of solving them
- perform calculations for cost estimates, tests and formulas
- have to keep the business stocked with adequate supplies
- deliver supplies to the agricultural producer
- operate and maintain a vairety of equipment
- solicit additional business
- arrange product displays and develop promotional campaigns
- must keep the work area as free as possible from the dangers of fire, accidents and other hazards
- perform "housekeeping" chores to keep the work environment neat and orderly
- attend conferences and meetings and read various trade publications to keep current on developments in field

THINGS TO THINK ABOUT:

- you often have alot of responsibility
- you work with little supervision
- the work can be dirty, unpleasant at times, and sometimes dangerous
- the field is so broad it is often difficult to decide which area to start out in
- the field changes rapidly and the job you will have ten years from now probably doesn't exist today

EARNINGS AND BENEFITS:

- number of hours/week — 40 (can be up to 100 during seasonal peaks)
- average starting salary/month — $1,200
- average starting range/year — $12,000-16,800
- company benefits are generally good depending upon employer
- extra benefits may include: commission/bonuses, car, training schools

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- the employment outlook is excellent
- entry level positions are normally assistant managers in specialized areas
- the majority of graduates enter the grain, feed, seed, and fertilizer areas
- career opportunities include: technical representative, agricultural supply representative, agricultural supply center manager, department manager, credit manager, grain handling & storage manager or representative manager

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES: (continued)

- advancement is up to the individual and depends on his/her ambition, abilities, and motivation
- experience in one area can often be used for lateral movement or promotion to another area

EDUCATION AND TRAINING:

- a high school education or its equivalent is usually required
- large companies usually provide on-the-job training in special training programs
- some college training in agriculture and business is preferred by most employers
- a general agricultural background is helpful in getting a job

THE DMACC AGRI-BUSINESS PROGRAM:

- LENGTH: 7 quarters, 6 hours daily
- available only on a full-time basis
- approximate educational cost: $1446.50 total
- location: Ankeny
- starting time: September
- graduation award: Associate of Applied Science (A.A.S.)

PURPOSES AND CONTENT OF THE PROGRAM:

- the primary prupose of the program is for the sales, distribution, supply and service of agricultural supplies. It is <u>not</u> designed for production agriculture
- the student will develop the basic knowledge and skills required by industry for competency in a variety of entry level jobs in the agri-business field

Basic Content Areas are:

- commodity marketing
- soils
- salesmanship
- fertilizers
- marketing
- animal science management
- feed
- feeding and animal nutrition
- for the description of the curriculum, see the college Catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete application and forward to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous <u>official</u> college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- should be able to read, retain and interpret complex information
- should expect to do an extensive amount of studying
- should realize that regular attendance, wise budgeting of time, and self-discipline are important
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may want to strengthen your academic skills before entering the program; contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- biology
- chemistry
- bookkeeping
- vocational agriculture
- business courses

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- explore the program thoroughly before starting to see if it is what you want
- the program is geared primarily to agricultural supply but can be helpful in production agriculture
- don't limit yourself; the field of agriculture is broad and career opportunities are great
- you have to study to make it (most students report 5-15 hours of homework per week)
- you get out of it what you put into it so set your goal and go after it

WHERE TO GET MORE INFORMATION:

- visit with your local ag-supply outlets

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: AGRICULTURE EQUIPMENT TECHNOLOGY
PROGRAM COUNSELOR: Dale Wagner
PHONE: 964-6448 (1-800-362-2127)
DATE PREPARED: May, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- talk about and demonstrate your mechanical skills and knowledge
- operate agriculture power equipment
- work with people
- work well with your fingers and hands
- see and hear well
- do manual work that requires normal strength
- lift and carry objects weighing up to 60 pounds
- do simple arithmetic problems

ON THE JOB YOU:

- locate malfunctions in agriculture power equipment and make the necessary adjustments or repairs
- analyze and interpret information obtained from testing devices used on agriculture power equipment
- use precision measuring devices to determine the amount of wear on equipment
- modify existing machines to perform special jobs when a specialized machine does not exist
- evaluate and estimate values of equipment to be traded
- apply knowledge of machines and business practices in ordering, displaying and selling parts for agriculture equipment
- make decisions based on information taken from service manuals, service bulletins and parts manuals
- supervise personnel
- apply basic business principles necessary for managing an equipment dealership

THINGS TO THINK ABOUT:

- you usually see a job through from start to finsih
- large shops are well-equipped, heated and ventilated
- some seasons are busier and you may have to work overtime
- work must sometimes be done in a cramped position
- long hours and some weekend work may be necessary
- you must work with greasy tools and engine parts
- minor cuts, burns and bruises are common in this work

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting wage/hour	$6.00
- average salary range/year	$8,320-18,720
- fringe benefits generally good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- job opportunities for agricultural equipment mechanics are very good in all areas of the state
- the demand for specialized workers continues to increase as size and complexity of individual pieces of equipment increases
- most jobs will be with local farm equipment dealers
- you may advance to master mechanic or to supervisor, open your own shop or use your skills in your own farming operations
- you may own or manage an agricultural equipment dealership

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- training in vocational schools or community colleges is highly recommended
- on-the-job experience is important

THE DMACC AGRICULTURE EQUIPMENT TECHNOLOGY PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $1931.30 total
- location: Ankeny
- starting time: September
- graduation award: Associate in Applied Science (A.A.S.)

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn to read and interpret service manuals, service bulletins and parts manuals
- be able to apply the principles of mathematics and physics to agriculture equipment
- be able to diagnose problems and repair hydraulic systems, overhaul and tune up gasoline and diesel engines
- understand the power flow in transmissions and final drives
- understand the operation of harvesting equipment and make repairs and adjustments as needed
- understand the basics of air conditioning and be able to make necessary repairs
- learn to establish effective communications with customers, management and co-workers
- determine malfunctions and repair electrical starting and generating systems and fuel injection systems
- operate an engine dynamometer or power take-off dynamometer to determine engine performance
- understand the principles of business as it applies to the agriculture field

Basic Content Areas Are:

- gasoline engines
- diesel engines
- power trains
- hydraulics
- planting, tillage and harvesting equipment
- air conditioning
- starters & generators
- heavy equipment
- fuel injection
- engine rating
- problem diagnosing
- for a description of the curriculum, see the College Catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must have coordination between mind and hands to do work quickly with a high degree of accuracy
- must have physical and emotional stamina to meet the program requirements and severe demands of industry
- must be able to write legibly
- must be able to communicate easily
- must be able to apply things learned from books and manuals to use in the shop
- must be able to use hand tools and interpret readings from meters and gauges
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- if you need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- physics
- science
- voc. ag.
- English
- speech
- algebra I
- general math

WHERE TO GET MORE INFORMATION:

Mr. Jon Perry
Farmland Inc.
5454 N.E. 56th Street
Des Moines, Iowa
Phone - 262-9718

Mr. Bud Ewing
Ewing Implement
2901 S.E. Delaware
Ankeny, Iowa
Phone - 964-0611

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: AGRICULTURAL POWER & EQUIPMENT
PROGRAM COUNSELOR: Dale Wagner
PHONE: 964-6448 (1-800-362-2127)
DATE PREPARED: May, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- talk about and demonstrate your mechanical skills and knowledge
- operate agriculture power equipment
- work with other people
- work well with your fingers and hands
- see and hear well
- do manual work that requires normal strength
- lift & carry objects weighing up to 60 pounds
- do simple arithmetic problems

ON THE JOB, YOU:

- adjust, maintain and repair all types of agriculture power equipment
- use testing and diagnostic devices to locate malfunctions in agriculture power equipment
- assemble and disassemble components, inspect and replace parts to put equipment in proper working condition
- understand various fuel systems and make necessary repairs and adjustments
- must make a complete check and test of equipment parts to find the trouble before making repairs
- diagnose, service and repair gas and diesel engines, helping to prevent trouble for operators of agriculture power equipment
- will read and interpret service manuals, service bulletins and parts manuals

THINGS TO THINK ABOUT:

- you usually see a job through from start to finish
- large shops are well-equipped, heated and ventilated
- some seasons are busier and you may have to work overtime
- work must sometimes be done in a cramped position
- long hours and some weekend work may be necessary
- you must work with greasy tools and engine parts
- minor cuts, burns and bruises are common in this work

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting wage/hour	$5.50
- average salary range/year	$8,320-14,560
- fringe benefits generally good but vary according to employer	

EMPLOYMENT & ADVANCEMENT OPPORTUNITIES:

- job opportunities for agricultural equipment mechanics are very good in all areas of the state
- the demand for specialized workers continues to increase as size and complexity of individual pieces of equipment increases
- most jobs will be with local farm equipment dealers
- you may advance to master mechanic or to supervisor, open your own shop or use your skills in your own farming operations

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- training in vocational schools or community colleges is highly recommended
- on-the-job experience is important

THE DMACC AGRICULTURAL POWER AND EQUIPMENT PROGRAM:

- LENGTH: 4 quarters, 6 hours daily
- approximate educational cost: $1285 total
- location: Ankeny
- starting time: September
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn to read and interpret service manuals, service bulletins and parts manuals
- be able to apply the principles of mathematics and physics to agriculture equipment
- be able to diagnose problems and repair hydraulic systems
- be able to diagnose problems and repair, overhaul and tune up gasoline and diesel engines
- understand the power flow in transmissions and final drives
- understand the operation of harvesting equipment and make repairs and adjustments as needed
- be able to use and interpret testing equipment, such as dynamometers, gauges, hydrometers, etc.
- understand the basics of air conditioning and be able to make necessary repairs
- learn to establish effective communications with customers, management and co-workers

Basic Content Areas are:

- gasoline engines
- diesel engines
- power trains
- hydraulics
- problem diagnosing
- air conditioning
- electricity
- planting, tillage & harvesting equipment
- for a description of the curriculum, see the College Catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must have coordination between mind and hands to do work quickly with a high degree of accuracy
- must have physical and emotional stamina to meet the program requirements and severe demands of industry
- must be able to write legibly
- must be able to communicate easily
- must be able to apply things learned from books and manuals to use in the shop
- must be able to use hand tools and interpret readings from meters and gauges
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshop
- if you need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- physics
- science
- general math
- voc. ag.
- English
- speech
- algebra I
- geometry

WHERE TO GET MORE INFORMATION:

Mr. Jon Perry
Farmland Inc.
5454 N.E. 56th Street
Des Moines, Iowa
Phone - 262-9718

Mr. Bud Ewing
Ewing Implement
2901 S.E. Delaware
Ankeny, Iowa 50021
Phone - 964-0611

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: ARCHITECTURAL DRAFTING
PROGRAM COUNSELOR: Arlen Twedt
PHONE: 964-6585 (1-800-362-2127)
DATE PREPARED: May, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- display an interest in construction and architecture
- concentrate for long periods
- do freehand drawings
- follow written and spoken directions
- do detail work
- take pride in neat, good work
- work independently of supervision
- have good eye-hand coordination
- talk about and demonstrate your drafting skills and knowledge

ON THE JOB, YOU:

- prepare clear, complete, and accurate working plans and detailed drawings for use in construction
- prepare exact and detailed scale drawings from information provided by architects, designers, engineers and contractors
- provide information concerning quality of materials to be used, their cost, and processes to be followed in production
- use a variety of instruments such as scales, protractors, compasses, triangles, squares, pens and pencils
- utilize understanding of engineering practices, mathematics, building materials and the physical sciences to complete the drawings
- make drawings of each part shown on the layout, giving dimensions, material and other necessary information

THINGS TO THINK ABOUT:

- training to be architectural technician, or draftsperson, not an architect
- work will be in well-lighted, air-conditioned offices
- if very successful, may open up business of your own, or hire out on a contract basis
- work is "thing" or project oriented
- opportunity to move around
- deadlines and accuracy are important

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting wages/hour	$5.00
- average salary range/year	$9,600-12,000
- fringe benefits are generally good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- an estimated 4,544 drafters were employed in Iowa in 1979
- 90% of drafters worked in private industry
- employment of drafters is expected to increase faster than the average of all occupations through the mid 1980's
- 1500 new drafters will be needed in Iowa by 1985
- photo reproduction of drawings and expanding use of electronics drafting equipment and computers will reduce the need for less skilled drafters
- persons with technical training beyond high school may begin as junior drafters
- after gaining experience, they may advance to checker, estimator, detailer, or supervisor. Some become independent designers.

EDUCATION AND TRAINING:

- some entry-level positions are open to high school graduates
- training beyond high school is available in technical institutes, junior and community colleges, and extension division of universities. Training will be 1 or 2 years in length
- some persons receive training and experience in the Armed Forces
- some persons qualify through on-the-job training programs combined with part-time schooling or 3 to 4 year apprenticeship programs

THE DMACC ARCHITECTURAL DRAFTING PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $1,595.00 total
- location: Ankeny
- starting time: June
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- through intensive study, develop the proper attitudes, skills, and knowledge required for satisfactory entrance into the broad field of building construction, drafting and detailing
- learn basic knowledge and proper use of good building construction materials

Basic Content Areas are:

- drafting math
- building materials
- technical report writing and specifications
- drafting techniques
- cost estimating
- construction technology
- mechanical and electrical systems
- for a description of the curriculum see the College Catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward it to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop
- must have taken one year of high school algebra or equivalent and earned a grade of "C" or better

TO SUCCEED IN THE PROGRAM, YOU:

- must have self-discipline and ability to take iniative in resolving learning needs
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshop
- if you need to strenghten your academic skills before entering the program, contact your program counselor for individual follow-up assistance
- must have necessary physical and emotional stamina to meet demands of a rigorous program

Recommended and Required* Background Subjects:

- algebra I*
- composition
- algebra II
- geometry
- trigonometry
- drafting construction

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- plan finances in advance
- don't work too many hours on a job while you are in school, if at all
- definitely plan to have homework daily

WHERE TO GET MORE INFORMATION:

- American Institute for Design and Drafting
  3119 Price Road
  Bartlesville, Oklahoma 74003

- The American Institute of Architecture
  1735 New York Avenue
  Washington, D.C. 20036

- Members of DMACC Advisory Committee
  Contact Tom Peterson, instructor, for members names
  Phone: 964-6377

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: ASSOCIATE DEGREE NURSING
PROGRAM COUNSELOR: ~~Ev Anderson George Silberhorn~~
PHONE: ~~964-6436 (1-800-362-2127) 432-7203 Boone-Carroll~~
DATE PREPARED: June, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- accept accountability for own actions
- talk easily with people of all ages and backgrounds
- do some clerical work
- take responsibility for directing less skilled workers in technical aspects of care
- see and hear well and have good physical coordination
- maintain emotional stability
- maintain good physical health
- do tasks for patients that may be unpleasant
- talk about and demonstrate your nursing skills and knowledge

ON THE JOB, YOU:

- help members of the health team care for the sick and injured
- plan, implement and evaluate nursing care for patients
- assist the patient in meeting total health needs (physical and emotional)
- give the direct care and expert attention that patients (seriously ill and other) need
- supervise the work of the practical nurses and nurse's aides on the nursing team in a hospital
- teach patients to do such things as changing bandages and dressings, proper use of medicines and use of special diets before patients are released from the hospital

THINGS TO THINK ABOUT:

- you will meet people from different economic, social, and ethnic backgrounds
- you will need to stand and walk most of the working day
- you may work nights, weekends, and holidays
- some people who are ill have many needs and may require much attention and understanding
- your work is an important part of the work of the total health care team

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting wage/hour	$5.83
- average starting salary/year	$11,016-14,352
- fringe benefits generally good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in hospitals, doctor's office, factories, clinics or nursing homes after passing the R.N. licensing exam
- a steady demand for Registered Nurses is expected through the mid 1980's, according to the U.S. Department of Labor
- better medical care and expanded hospital facilities will create a need for more Registered Nurses
- many openings are created due to high turnover in jobs because of population mobility

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- training beyond high school is also required and you must pass an examination to be licensed as a Registered Nurse

THE DMACC ASSOCIATE DEGREE NURSING PROGRAM:

- length: 8 quarters, 6 hours daily
- approximate educational cost: $2219.00 total
- locations: Ankeny, Boone & Carroll* (*first three quarters, then transfer to Boone)
- starting time: September & March (Ankeny)
  September only at Carroll & Boone
- graduation award: Associate in Applied Science (A.A.S.) or Associate in Arts (A.A.) with nine additional arts and science credits

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn to demonstrate safe and effective nursing performance according to designated course objectives
- learn to establish effective interpersonal relationships with patients and other members of the health team
- develop intellectual and manual dexterity skills necessary to give direct (bedside) nursing care to patients with commonly occuring health problems
- develop an awareness of the need for continual personal and professional growth

Basic Content Areas are:

- arts & sciences
- mental health
- body structure
- medical-surgical nursing
- obstetrics/pediatrics
- nursing fundamentals
- professional trends
- for a description of the curriculum see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete application form and forward to the Admissions Office at Ankeny for Ankeny enrollment or to the Admissions office at Boone for Boone and Carroll enrollment
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop
- must have earned a "C" or better in 1 year of both high school biology & chemistry within the last 5 years, or completed equivalent college level course in biology & chemistry with a "C" or better
- must have taken high school algebra or equivalent course work
- prior to first quarter of enrollment, you must provide completed physical examination form

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must be able to apply knowledge from the biological, physical, and social sciences
- must have necessary physical and emotional stamina to meet demands of a rigorous program
- must have self-discipline and ability to take initiative in solving learning needs
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that are given at the Planning for College Success Workshop
- may want to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended and Required* Background Subjects:

- chemistry*
- biology*
- algebra*
- sociology
- first aid
- physics
- recordkeeping
- speech
- psychology

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- be sure to take all required arts and sciences classes in advance (general psychology, introduction to sociology, composition I, and speech)
- plan finances in advance
- don't try to have a job while you are enrolled in school unless it is absolutely necessary
- be sure to have your "family" prepared for your going to school

WHERE TO GET MORE INFORMATION:

National League for Nursing
10 Columbus Circle
New York, N.Y. 10019

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: AUTO BODY
PROGRAM COUNSELOR: Larry Clauson
PHONE: 964-6442 (1-800-362-2127)
DATE PREPARED: October 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- visualize three-dimensional shapes of flat objects
- work independently of supervision
- have good physical stamina and conditioning
- pass tests to obtain a drivers license
- properly use a variety of tools
- do detail work
- take pride in good, neat work
- possess good eye-hand coordination
- talk about and demonstrate your auto body skills

ON THE JOB, YOU:

- use special machines to align damaged frames and body sections
- remove badly damaged sections of body panels with a metalcutting gun or acetylene torch, and weld in new sections
- prepare portions of car to be repainted by sanding and scraping
- spot paint damaged paint surfaces
- repaint complete body
- remove and replace electrical wire connections and mechanical devices from metal portions of car body
- install and replace broken windows and windshields

THINGS TO THINK ABOUT:

- females are finding the job market has opportunities
- a valid drivers license or chauffeurs license is necessary
- age and physical conditioning are important; i.e. you must be able to life up to 50 pounds, climb, stoop, kneel, crouch, reach, handle, finger, push and puli
- color blindness would be a draw back

THINGS TO THINK ABOUT (Continued):

- car owners are very particular about the appearance of their car
- sensitivity to the fumes of paint, lacquers, etc. must be considered

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting wages/hour	$4.00
- average salary range/month	$704 - 1408 + commission
- veterans can earn OJT benefits	
- fringe benefits generally good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may be employed at body and fender repair shops or car dealers
- a slight increase (10-12%) in number employed is projected over the next 7 years
- advancement opportunities are in owning one's own business
- advancement can be through specializing in certain areas such as custom painting and depending on individual skills and knowledge

EDUCATION AND TRAINING:

- many auto body repairers learn the trade on the job
- helpers begin by assisting body repairers in tasks such as removing and repairing damaged parts
- generally, 3 - 4 years of on-the-job training are needed to become skilled in <u>all</u> aspects of body repair
- most formal training programs at trade or technical schools last 6 months to one year

THE DMACC AUTO BODY PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $1200 total
- location: Ankeny
- starting time: September, December, March, June
- graduation award: Diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student Will:
- develop the ability and desire to work well with co-workers
- develop respect for co-workers and self
- learn the principles of mechanics and science that are part of the automobile
- develop the basic skills for the proper use and care of automotive tools and equipment
- learn to use safe and skillful techniques necessary to accomplish complete and satisfactory auto damage repair
- develop a technical knowledge of the auto damage repair field and its requirements
- learn and develop useful problem-solving techniques
- develop good work habits
- develop essential safety consciousness

Basic Content Areas are:
- welding & cutting skills
- first aid & safety
- care & use of tools
- communication skills
- damage repair
- panel replacement
- human relations
- surface preparation for painting
- painting & finishing
- estimating repair costs
- for a description of the curriculum, see the college catalog or the Admissions information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to work independently with self-study learning packets
- must plan a work schedule in an organized and sequential order
- must understand general science principles
- must possess good physical stamina
- must be able to display proper care and use of hand tools
- must maintain regular attendance
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests

Recommended Background Subjects:

- general science
- industrial arts classes

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- maintain regular attendance
- be willing to work and get hands dirty
- be self-motivated toward accomplishments
- have a sense of pride in work done

WHERE TO GET MORE INFORMATION:

- members of DMACC Advisory Committee
  Contact Lloyd Frette or Gene Harder, instructors for members names
  Phone: 964-6490

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: AUTO MECHANICS
PROGRAM COUNSELOR: Tony Steinhauser
PHONE: 964-6561 (1-800-362-2127)
DATE PREPARED: October 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- talk about and demonstrate your mechanical skills and knowledge
- read, understand and follow instructions
- see details in objects and drawings
- do simple arithmetic problems
- work with all kinds of people
- work well with your hands
- see and hear well
- lift and carry objects weighing up to 60 pounds
- work in uncomfortable positions, sometimes with your hands above your head

ON THE JOB, YOU:

- service automobiles to keep them from developing mechanical problems (preventive maintenance)
- make systematic examinations, adjustments, and repair and replace defective parts of a motor vehicle
- use a check list to make sure you check all the necessary parts for trouble
- must diagnose the problems before repairs can be made
- may drive a car, look over the motor, and listen to it in order to find the problems
- repair or replace the defective part
- use different kinds of testing equipment, such as motor analyzers, spark plug testers compression gauges, and electrical test meters

THINGS TO THINK ABOUT:

- work is usually done indoors
- shops are well-lighted, heated, and ventilated
- you have year-round job security
- you work with dirty, greasy parts
- you must lift heavy objects
- you often get minor cuts and burns
- advancement is limited in this field

EARNINGS AND BENEFITS:

- number of hours/week	40-48
- average starting wage/hour	$4.50
- average salary range/month	$616-1372
- fringe benefits generally good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- you may work in independent repair shops, service departments of new and used car dealers, and gasoline service stations
- the demand is increasing for specialists due to imported and more complex automobiles
- you may advance to supervisor, service manager, or factory service representative
- you may open a repair shop of your own
- a steady demand for automobile mechanics is expected through the mid-1980's, according to the U.S. Department of Labor

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- training in vocational schools or community colleges is highly recommended
- apprenticeship training lasts three to four years and gives training in nearly all phases of automobile repair
- on-the-job experience is important

THE DMACC AUTO MECHANICS PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $1657.50 total
- location: Ankeny
- starting times: September, December, March, June
- graduation award: A.A.S. (Associate in Applied Science)

PURPOSES AND CONTENT OF THE PROGRAM:

Students will:
- learn to demonstrate safe and effective mechanical skills according to designated course objectives
- learn to establish effective interpersonal relationships with customers and other technicians in the automotive service field
- develop technical and manipulative skills necessary to service automobiles
- develop awareness of the need to continue with a personal and professional growth plan
- develop awareness of the need to practice personal habits that are acceptable to the retail trade

Basic Content Areas are:
- electrical systems
- brake systems
- carburetion and fuel systems
- suspension and steering systems
- transmissions and power train systems
- engine tune-up and rebuilding
- air conditioning
- service management
- for a description of the curriculum see the college catalog or the Admissions Information Sheet

Note:
- the auto mechanics program is structured as a seven quarter program, but also offers three shorter options within the total seven quarters. For information regarding the three optional programs, please request the Engine Overhaul & Tune-up, Front End Alignment & Brakes or Power Trains & Air Conditioning, program information briefs from the Admissions office, or call the program counselor

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to use your hands to do work quickly with a high degree of accuracy
- must be able to use hand tools and interpret readings from meters and gauges
- must be able to apply things learned from books and manuals to use in the shop
- must be able to communicate easily
- if you need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- general math
- English
- science
- auto mechanics

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- be sure to have a good background in math; this program requires lots of math
- to start off on the right foot, pay attention in class because it makes the rest of the quarter a lot easier
- don't get discouraged from the first classes, they get better as you go
- quite a few tools are needed by graduation time, so be sure to save your money
- there is a lot of classroom work at first, but the program plans for a lot of laboratory experience, also

WHERE TO GET MORE INFORMATION:

- for additional information, contact automobile dealerships in your area

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: AUTO PARTS SPECIALIST
PROGRAM COUNSELOR: Dale Wagner
PHONE: 964-6448 (1-800-362-2127)
DATE PREPARED: October 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- talk about and demonstrate your skills and knowledge
- work under pressure
- keep calm even when others do not
- remember things well and know your facts
- do simple arithmetic
- catch on to things quickly and easily
- write so others can read your writing
- lift and carry up to 60 pounds
- stand, walk, stoop and squat
- see and hear well

ON THE JOB, YOU:

- sell replacement parts and accessories for automobiles, trucks and other motor vehicles
- sell over the counter, and take telephone orders for parts such as spark plugs, batteries, gaskets, oil filters and engine bearings
- may sell parts to independent repair shops, self-employed mechanics, service station operators, "do-it-yourselfers" and other customers if you work for a wholesaler
- sell only parts used on the makes sold by the dealer if you work for an auto dealer
- identify the part the customer needs and locate the part in the stockroom
- must know how to use catalogs and be familiar with the layout of the stockroom
- may also keep catalogs and price lists up-to-date, order parts to replenish stocks and unpack incoming shipments of parts
- may also maintain sales records and take inventories

THINGS TO THINK ABOUT:

- work is usually steady and secure
- shops are usually clean and well-lighted
- there is an opportunity to meet people in this work
- most of the work requires standing for long periods of time
- you must work fast and often under pressure
- delivery work can be hard, especially in heavy traffic and bad weather
- you may work long hours
- a thorough knowledge of automobiles is necessary

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting wage/hour	$3.50
- average salary range/month	$528-1320
- fringe benefits generally good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- you may work for auto dealers, auto parts wholesalers, truck dealers, auto departments in department stores and warehouse distributors of auto parts
- you may advance to assistant parts manager, parts manager or establish your own business
- a steady demand for auto parts specialist is expected through the mid-1980's, according to the U.S. Department of Labor

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- training in a vocational school or community college is highly recommended
- some training is on-the-job with one to two years required to become qualified

THE DMACC AUTO PARTS SPECIALISTS PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $732.00 total
- location: Ankeny campus
- starting time: September
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

Students will:
- learn to demonstrate effective counter skills according to designated course objectives
- establish effective interpersonal relationships with customers and other technicians in the auto parts field
- learn development of technical skills necessary to supply auto parts
- develop awareness of the need to continue with a personal and professional growth plan
- develop awareness of the need to practice personal habits that are acceptable to the retail trade

Basic Content Areas are:
- basic fundamentals of the automobile
- auto parts distribution and marketing
- tools and equipment sales
- catalogs and parts nomenclature
- marketing and sales promotion
- inventory management
- principles of counter sales
- principles of pricing
- for a description of the curriculum see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to use math to calculate the cost of parts
- must be able to locate part numbers in manuals and supply the proper parts to the customer
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success workshops
- if you need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- math - science - bookkeeping
- typing - auto mechanics - speech

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- a basic knowledge of automobiles is essential
- some work experience in a parts store before starting the program would be helpful
- be prepared to accept other people's opinions and get along with other students

WHERE TO GET MORE INFORMATION:

Mr. Gary Cleghorn
Arnold Motor Supply
610 N.W. Ankeny Blvd.
Ankeny, IA 50021

Mr. Verne Curtiss
Kex Auto Parts
3716 6th Avenue
Des Moines, IA 50313

Mr. Loyal Hellwig
Iowa Automotive Wholesaler's Association
2318 Harding Road
Des Moines, IA 50314

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: BANKING
PROGRAM COUNSELOR: Larry Clauson
PHONE: 964-6443 (1-800-362-2127)
DATE PREPARED: May, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- make accurate, mature and responsible decisions
- work well with all kinds of people
- use simple arithmetic in your work
- use your hands and fingers to operate business machines
- stand or sit for long periods of time
- hear and see well
- meet and communicate with people easily
- talk about and demonstrate your banking skills and knowledge

ON THE JOB, YOU:

- learn and use bookkeeping procedures
- remember names and faces
- help customers who make deposits, cash checks, withdraw cash and record amounts taken in and given out
- may be an "all-around teller" who takes care of many types of bank business
- may be assigned to one part of the bank's operations or assist in several areas depending on bank size
- must verify the identity of the customer and be certain that funds are in the account to cover the payment
- may use machines to make change and to total deposits, and use on-line machines as a teller
- file new records and remove old records after regular banking hours
- may work on charges and collections in the credit card department
- may operate a proof machine to prove deposits
- may work in the data processing department in collecting and preparing information for electonic data processing equipment
- may work in the loan department
- may work in the trust department

THINGS TO THINK ABOUT:

- you meet and work with all kinds of people
- most work is done during daytime hours
- banks are attractive and pleasant places to work
- work can be routine
- you may stand while doing your work
- starting pay may be low but advancement opportunities are good
- may have to work Saturday morning in some banks
- maturity, neatness, tact and courtesy are important

EARNINGS AND BENEFITS:

- number of hours/week	35-40
- average starting salary/month	$650
- average salary range/year	$7,200-9,000

Benefits generally good, extra benefits may include:
- profit sharing
- retirement program
- group insurance
- free tuition for American Institute of Banking approved courses

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- employment of bank and credit union trainees is expected to increase significantly through the mid-1980's, according to the U. S. Department of Labor
- opportunities exist in cities and towns of all sizes
- many openings occur due to rapid bank growth
- there should be an increase in part-time positions to cover peak periods
- there is a good demand for well qualified people for bank teller positions and credit union employees

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES continued:

- advancement may lead to career opportunities such as - cashier, management trainees accounts receivable officer, trust department trainee, loan closing administrator, loan officer trainee, or junior bank examiner
- you may advance an officer or manager position in a bank or credit union with more experience

EDUCATION AND TRAINING:

- high school graduate or equivalent required
- college or business school training is helpful clerical experience preferred
- on-the-job training is possible

THE DMACC BANKING PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $1764.50 total - see the program cost sheet for more specific cost information
- location: Ankeny Campus
- starting times: September, December, March, June
- graduation award: Associate of Applied Science (A.A.S.) or Associate of Arts (A.A.) with extra hours

PURPOSES AND CONTENT OF THE PROGRAM:

Students will:

- learn to demonstrate accuracy in handling money and reporting
- learn to demonstrate effective interpersonal relationship with customers and co-workers
- learn to demonstrate skills on various office machines
- prepare people for mid-management positions in banking and credit unions
- participate in business internship
- take financial services electives to allow the student to earn a minor area of concentration

Basic Content Areas are:

- principles of bank operations, installment credit, accounting, credit administration, home mortgage lending, money and banking, on-the-job training, communication and human relations

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must be able to apply knowledge from the banking and business classes
- must have necessary physical and emotional stamina to meet demands of a rigorous program
- must have self discipline and ability to take initiative in resolving learning needs
- must be able to communicate easily
- should be aware of what Low - Middle - High scores are for diagnostic test that will be given at the Planning for College Success Workshop
- if you need help to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- English - social science - bookkeeping
- business math - office training - general business

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- be sure to get your skills from office procedures classes (typing & calculators)
- be sure you like meeting and working with people
- be prepared to take on responsibility

WHERE TO GET MORE INFORMATION:

American Bankers' Association
1120 Connecticut Avenue, N.W.
Washington, DC 20036

Local American Institute of Banking Members

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: BOOKKEEPING/ACCOUNTING

PROGRAM COUNSELOR: Mardelle Abram George Silberhorn
PHONE: 964-6294 (1-800-362-2127) 432-7203 Boone

DATE PREPARED: July, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- think clearly and quickly
- work accurately and neatly with numbers
- learn bookkeeping rules and forms
- understand and follow spoken and written directions
- work out practical problems and use common sense
- write clearly, especially when writing numbers
- be able to sit for a long time
- use fingers and hands well (operate business office machines)
- be bondable (don't have a criminal record)
- talk about and demonstrate your bookkeeping skills and knowledge
- make a good personal impression

ON THE JOB, YOU:

- work with numbers
- use an adding machine and calculator, typewriter
- work indoors
- often work alone
- do work that is sometimes repetitious
- do clerical detail work
- follow written and spoken instructions

THINGS TO THINK ABOUT:

- offices are usually attractive, quiet places in which to work
- overtime work is common during busy seasons
- can sometimes do extra work for small businesses
- position often has responsibility
- you do work that is important to successful operation of business
- bookkeeping is often repetitive
- confined working conditions

EARNINGS AND BENEFITS:

- number of hours/week 35-40
- average starting wage/hour $4.25
- average salary range/year $8,400-10,400
- fringe benefits generally good but vary according to employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in large and small businesses, industry, government, military branches
- steady demand - very few lay offs
- advancements come with more education and experience
- additional college education can lead to becoming an accountant or controller and can lead to eligibility for CPA
- advancements come with more responsibilities
- advancements come with supervisory tasks
- can lead to self-employment

EDUCATION AND TRAINING:

- high school diploma or GED is usually required
- advanced training is recommended
- some companies do on-the-job training

THE DMACC BOOKKEEPING/ACCOUNTING PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $1,055 total
- locations: Boone, Ankeny
- starting time: September
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- learn how to keep business records including payroll, banking, manufacturing, credit and other records
- learn how to operate office machines
- learn how computers are used in business
- learn how to prepare tax forms
- learn how to communicate with others in the office
- learn to get along with co-workers

Basic Content Areas are:
- accounting
- bookkeeping
- business theory
- for a description of the curriculum, see the college catalog or Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application forms and forward to the Admissions office at Ankeny for enrollment at Ankeny or Boone for Boone enrollment
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must be able to apply knowledge from general and business courses to business problem solving

- must follow written and spoken instructions
- must attend regularly
- must be willing to devote many hours to study
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that are given at the Planning for College Success Workshops
- may want to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance
- must maintain 1.5 GPA to graduate

Recommended Background Subjects:
- high school bookkeeping
- typing
- English
- general office skills
- business arithmetic

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- be prepared for a lot of home work
- being in class is important
- like detail work

WHERE TO GET MORE INFORMATION:

Iowa Society of CPA's
912 Insurance Exchange Building
Des Moines, IA

Iowa Accountancy Board
State Office Building
4th & Walnut
2nd Floor
Des Moines, IA 50319

Accounting Departments:
Drake University - Des Moines
Simpson College - Indianola, IA
Iowa State University - Ames, IA
University of Northern Iowa - Cedar Falls, IA
State University of Iowa - Iowa city, IA

Occupational Outlook
DMACC Choice and Challenge

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: BRICKLAYING
PROGRAM COUNSELOR: Arlen Twedt
PHONE: 964-6585 (1-800-362-2127)
DATE PREPARED: July, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- adapt to all kinds of weather
- maintain good physical health
- want to work in the construction industry
- know the different types of bricks and their uses
- identify different types, sizes of masonary
- lay brick plumb and straight
- spread mortar and lay brick at a steady pace
- travel
- tolerate heights
- talk about and demonstrate your bricklaying skills and knowledge
- you should be able to take responsibility

ON THE JOB, YOU:

- should be able to follow and carry out supervisory directions
- should understand measurement concepts
- should be able to read blueprints
- should be able to work alone and/or with others to complete a project
- take pleasure from a well done job
- should be aware of safety rules
- should have proper clothing for various seasons
- furnish all your own hand tools

THINGS TO THINK ABOUT:

- must meet completion deadline
- fulfill contracts to specifications
- you may work overtime during certain periods
- it would be beneficial for you to talk with other bricklayers already in the profession
- completion of this course does not guarantee union membership
- work is seasonal, not necessarily year round
- budget your income around seasonal work

EARNINGS AND BENEFITS:

- number of hours/week	varies
- average starting wage/hour	$7.00
- average salary range/year	$12,672-15,840
- fringe benefits vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in construction, maintenance or be a self-employed contractor
- may be able to begin union apprenticeship program
- anticipated construction forecasts indicate continued building needs
- may qualify for union
- advancement opportunities are based on individual skill and initiative

EDUCATION AND TRAINING:

- a high school diploma or GED is required
- work in construction or as a bricktender is helpful
- training beyond high school recommended

THE DMACC BRICKLAYING & MASONARY PROGRAM:

- length: 3 quarters, 6 hours daily
- approximate educational cost: $906.50 total
- location: 1439 S.E. Cortina, Ankeny, IA
- starting time: September
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn and demonstrate job entry level skills in masonary:
  - fireplaces
  - walls
  - brick veneer buildings and homes
  - partitions
- learn and demonstrate blueprint reading and measurement skills
- develop intellectual and manual dexterity necessary for specialized construction
- learn industrial safety for self and others
- develop an awareness of the need for continual personal growth
- learn to estimate and bid work

Basic Content Areas are:

- brick & tile
- masonary concepts
- math & measurement skills
- blue print reading
- labor & industrial relations
- business practices
- communication skills
- for a description of the curriculum, see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must apply general knowledge of prior work and school experience
- must be able to forego many other life experiences to give school first priority
- must have good manual and physical dexterity
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance
- must have regular attendance

Recommended Background Subjects:

- high school industrial arts classes
- general math
- drafting classes

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- talk with employed bricklayers who know what the real world is about
- be prepared to work up through the ranks
- work as construction laborer first to see if you really like it
- "the guy that produces the most, gets the most"
- plan finances in advance
- take full advantage of the bricklaying classes

WHERE TO GET MORE INFORMATION:

- Job Service of Iowa
  150 Des Moines Steet
  Des Moines, IA
  Phone: 281-8493

Tom Hornback, Bricklaying
Chairperson
Des Moines Area Comm. College
Phone: 964-6200

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: BUILDING TRADES
PROGRAM COUNSELOR: Arlen Twedt
PHONE: 964-6585 (1-800-362-2127)
DATE PREPARED: September, 1979

TO GET THE JOB, YOU SHOULD BE ABLE TO:

- read and understand blueprints and diagrams
- analyze a job, decide what to do, how to do it, and what materials and tools to use
- skillfully use many kinds of hand and power tools
- climb, stoop, grasp and crouch while working
- work above the ground without fear
- have good eye-hand coordination
- talk about and demonstrate your building trades skills and knowledge

ON THE JOB, YOU:

- measure and cut the lumber to proper size and fasten it
- construct the wooden framework of buildings and install molding, wood paneling, and cabinets
- install window sashes, door frames, doors, stairs and lay floors
- are concerned with the appearance as well as the accuracy of the work
- may build forms needed for concrete decks, columns, piers and walls
- use tools including hammers, saws, chisels, and planes, as well as power tools such as portable power saws, drills and rivet guns
- may prefer to specialize in rough work, trim work or cabinet making
- may do masonry work and install electrical wiring
- will work with other individuals in a team effort

THINGS TO THINK ABOUT:

- you can learn much about other jobs in the building trades as a carpenter
- there may be much satisfaction from producing a finished product
- you should be prepared to work outside in good and bad weather
- your work is often seasonal
- construction work is sometimes dangerous and often noisy and dirty
- you are often on your feet, sometimes in high places and in cramped positions

EARNINGS AND BENEFITS:

- number of hours/week	40-60 (seasonal)
- average starting wage/hour	$4.50
- average salary range/month	$704 - 880
- fringe benefits vary widely, depending on employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- employment of carpenters is expected to increase moderately through the mid-1980's, according to the U.S. Department of Labor
- you have a better chance for advancement to general construction supervisor than most general building workers
- opportunity for self-employment is very good

EDUCATION AND TRAINING:

- a high school diploma or equivalent recommended
- trade school programs recommended
- limited union apprenticeships may be available

THE DMACC BUILDING TRADES PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $1476 Total
- location: Ankeny Campus
- starting times: September and March
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- train to lay out and construct a residential home including:
  - drafting a complete set of blueprints
  - constructing kitchen cabinets
  - constructing masonary foundation
  - estimating construction materials

Basic Content areas are:

- drafting
- mathematics
- related trades
- masonary practices
- construction materials
- construction of a residential home
- for a description of the curriculum, see the College Catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- submit an application to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- should be able to read and interpret blueprints
- should like to work with your hands
- should be able to work under all kinds of weather conditions
- should be able to work with others in group situations
- should have the physical stamina and coordination to carry heavy bundles or loads up a ladder
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may want to strengthen your academic skills before entering the program; contact your program counselor for individual help
- should have or develop good study habits
- be able to accept and administer responsibility

Recommended Background Subjects:

- geometry
- math fundamentals
- physics
- drafting
- bookkeeping
- woodworking
- industrial arts

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- be sure you know the total scope of the program
- there is a lot to learn
- be in class every day and stick with it; it takes time to develop speed and accuracy
- keep a steady pace and don't get behind
- make sure this is what you want to do
- you have to study, especially the first two quarters (most students report 5 - 15 hours of homework per week)
- math is very important
- study skills and reading are important
- get some background experience in carpentry before entering the program
- visit the school and talk to students
- make sure of your source of income while you are in the program
- expect to pay $600 for tools

WHERE TO GET MORE INFORMATION:

Home Builders Association of Iowa
979 Oakridge Drive
Des Moines, IA 50314

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: BUSINESS OFFICE SUPERVISOR

PROGRAM COUNSELOR: Don Holand George Silberhorn

PHONE: 964-6216 (1-800-362-2127) 432-7302

DATE PREPARED: September, 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- motivate and inspire other office personnel
- coordinate and direct the work of other employees
- devise procedures which will improve office functions
- control your temper in settling problems with clients or staff members
- deal with people of different ages and backgrounds
- coordinate the operations of the office with minimum of friction among staff members
- work under stressful situations
- separate important things from unimportant things
- perform all duties required of the office
- keep all information confidential
- work with little or no supervision
- talk about and demonstrate your skills and knowledge
- develop good listening skills

ON THE JOB, YOU:

- act as a liason when your boss is out of the office
- hire personnel, direct, supervise and evaluate their work
- are responsible for planning, organizing, directing and controlling the operation of the office
- perform a variety of tasks and work longer irregular hours when necessary
- select, schedule, and conduct orientation and in-service programs for office personnel
- are responsible for the output of the office
- process correspondence, minutes of staff meetings and other special reports
- compose letters to be typed by other office personnel
- make arrangements for conventions, training seminars, and workshops for your boss
- arrange travel schedules and make reservations
- learn to budget and use your time wisely

THINGS TO THINK ABOUT:

- you may have to work under stressful situations
- many employers provide additional training so you can learn the skills for more demanding responsibilities
- you will share in the executive work load
- managing an office may be very challenging and rewarding
- you may work long irregular hours

EARNINGS AND BENEFITS:

- number of hours/week 40
- average starting salary/month $750
- average salary range/month $700-900
- fringe benefits usually excellent but will vary according to employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- advancement in this area depends on personal qualifications, skill, training, experience, originality, and ambition of the individual
- job opportunities are available in nearly all public and private organizations
- office supervisory positions are not affected by automation because of the personal nature of their work
- as experience is gained, the administrative assistant is usually given more responsibilities and more pay
- big demand for supervisory personnel in office areas

EDUCATION AND TRAINING:

- high school diploma is usually required
- must have shorthand and machine transcription
- graduation from a technical or vocational school is highly recommended
- actual job experience is important in learning to manage and run an office

THE DMACC BUSINESS OFFICE SUPERVISION PROGRAM:

- length: 5 quarters, 6 hours daily
- approximate educational cost: $1124.50 total
- location: Ankeny and Boone
- starting time: September, December, March, June
- special starts can be arranged through program department
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn how to set up, run, and supervise an efficient office operation
- become aware of the need for personal growth and development
- learn to establish effective interpersonal relationships with people and other members of the staff
- build on business, mathematical, and grammatical abilities
- learn to supervise and manage people

Basic Content Areas are:

- business law
- machines
- office procedures
- math
- records management
- work processing
- consumer economics
- human relations
- accounting
- communications
- data processing
- business management
- supervisory techniques
- typing
- for a description of the curriculum, see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny or Boone
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office at Ankeny or Boone
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to demonstrate leadership ability
- must be able to perform activities in an organized and detailed manner
- must be able to follow written and spoken instructions
- must be able to work on your own
- must have good study habits
- must be able to maintain effective communications with people of different ages and backgrounds
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- typing
- office procedures
- business math
- business English
- bookkeeping
- accounting

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- try to take a part-time job in the business area while you are in school
- make the most out of your supervisory and management courses
- get involved in Office Education Association activities
- don't put things off until the last minute
- you get out of school what you put into it, try hard

WHERE TO GET MORE INFORMATION:

Association of Independence Colleges and Schools
1730 "M" Street, N.W.
Washington, D.C. 20036

Society for the Advancement of Management
c/o Sharon Wood
Des Moines Savings and Loan
606 Walnut St.
Des Moines, Iowa 50309

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: CHILD DEVELOPMENT
PROGRAM COUNSELOR: Ev Anderson
PHONE: 964-6436 (1-800-362-2127)
DATE PREPARED: July, 1980

TO GET THE JOB YOU WILL NEED TO BE ABLE TO:

- be affectionate and loving to all children
- get along with children and their parents
- be kind and pleasant in tone and manner
- make quick decisions
- follow directions that you read and those that you hear
- stay calm in emergencies
- be imaginative and creative in planning activities
- be responsible and dependable
- talk about and demonstrate your child care knowledge and ability

ON THE JOB, YOU:

- will run, walk, stand for long periods of time
- will sit on small chairs and on the floor as you interact with children
- lift objects such as children and toys
- ties shoes, button coats, change diapers, toilet train and help with other tasks that children can't do for themselves
- prepare meals and snacks
- supervise outdoor playtime year round
- need to be able to work with children with special diets or handicaps
- will be responsible for safety and well-being of each child
- will be expected to recognize signs of illness in children so they can be given proper medical care
- will be planning and carrying out activities for individual children and groups
- will be emphasizing self-concept learning
- will be responsible for conferences with parents

THINGS TO THINK ABOUT:

- previous experiences with children are helpful
- music, art, and other talents would be useful
- you would probably be working with staff, children, and parents of different social, economic, cultural, and racial backgrounds
- at this time Iowa does not have rigid licensing standards for child care workers so people with 0, 1, 2, or 4 years of training may hold similar jobs
- the work can be tiring
- must have a sense of independence - must be able to make your own decisions
- you may have late afternoon and evening classes
- the college training is highly academic with emphasis on classroom lecture and laboratory experience

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting salary/month	$550
- average salary range/year	$6448-9600

- fringe benefits usually good depending on employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- more jobs available in large cities
- with more parents working outside the home, child care workers are going to be more in demand
- experienced child care workers may become day care head teachers, supervisors, or directors
- you may own or manage a nursery or day care center

EDUCATION AND TRAINING:

- usually high school diploma or GED required
- experiences with children, such as babysitting, camps, Sunday school, etc. are helpful
- area community colleges and four-year colleges offer programs in child care/development

THE DMACC CHILD DEVELOPMENT PROGRAM:

- length: 3 quarters, 6 hours daily
- approximate educational cost: $831.50 total
- location: Ankeny
- starting time: September
- graduation award: diploma
- part-time enrollment is available in some of the classes

PURPOSES AND CONTENT OF PROGRAM:

The Students will:

- understand the principles of growth and development of children from birth through adolescence
- be able to guide children's behavior according to methods learned in class
- communicate with parents and plan parent meetings
- learn to plan and carry out activities in various curriculum areas (science, small motor, large motor, language, music, creative arts, etc.)
- learn to work as a member of the center team to promote quality care for children

Basic content Areas are:

- child growth & development
- interpersonal relations
- curriculum & planning
- nutrition
- preschool activities and materials
- observation & lab

ADMISSIONS REQUIREMENTS:

- complete application form and send to Admissions office
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop
- prior to 1st quarter enrollment, you must provide completed physical exam form

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to work in an organized and efficient manner
- must be able to apply knowledge gained in classroom to lab situations
- must have necessary physical and emotional stamina to meet demands of working with small, active children
- must be willing to spend 10-20 hours a week studying and doing projects
- must be able to get to a practicum site
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- if you need to strengthen you academic skills before entering the program; contact your program counselor for individual follow-up assistance
- must maintain a 1.5 GPA

Recommended Background Subjects:

- art
- music
- psychology
- home economics
- English
- physical education
- health
- sociology
- science

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- program is a lot harder than most people realize
- many outside projects to complete in addition to lots of reading
- be prepared to work hard if you want good grades
- will be missing lectures while in lab and you must make up the work on your own time
- you need a car because of lab hours, practicum, and possibility of evening classes

WHERE TO GET MORE INFORMATION:

Iowa Council for Children
Office of Planning & Programming
523 E. 12th Street
Des Moines, IA 50319

- ask your school counselor
- visit a nursery or day care agency in your neighborhood
- Iowa Assoc. for Education of Young Children

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: CHILD DEVELOPMENT ASSOCIATE
PROGRAM COUNSELOR: Ev Anderson
PHONE: 964-6436 (1-800-362-2127)
DATE PREPARED: March 1979

TO GET THE JOB YOU WILL NEED TO BE ABLE TO:

- be affectionate and loving to all children
- get along with children and their parents
- be kind and pleasant in tone and manner
- make quick decisions
- follow directions that you read and those that you hear
- stay calm in emergencies
- be imaginative and creative in planning activities
- be responsible and dependable
- talk about and demonstrate your child care knowledge and ability

ON THE JOB, YOU:

- will run, walk, stand for long periods of time
- will sit on small chairs and on the floor as you interact with children
- lift objects such as children and toys
- ties shoes, button coats, change diapers, toilet train and help with other tasks that children can't do for themselves
- prepare meals and snacks
- supervise outdoor playtime year round
- need to be able to work with children with special diets or handicaps
- will be responsible for safety and well-being of each child
- will be expected to recognize signs of illness in children so they can be given proper medical care
- will be planning and carrying out activities for individual children and groups
- will be emphasizing self-concept learning
- will be responsible for conferences with parents

THINGS TO THINK ABOUT:

- previous experiences with children are helpful
- music, art, and other talents would be useful
- you would probably be working with staff, children, and parents of different social, economic, cultural, and racial backgrounds
- at this time Iowa does not have rigid licensing standards for child care workers so people with 0, 1, 2, or 4 years of training may hold similar jobs
- the work can be tiring
- must have a sense of independence - must be able to make your own decisions
- you may have late afternoon and evening classes
- the college training is highly academic with emphasis on classroom lecture and laboratory experience

EARNINGS AND BENEFITS:

- number of hours/week 40
- average starting salary/month $500
- average salary range/month $467-760
- fringe benefits usually good depending on employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- more jobs available in large cities
- with more parents working outside the home, child care workers are going to be more in demand
- experienced child care workers may become day care head teachers, supervisors, or directors
- you may own or manage a nursery or day care center

EDUCATION AND TRAINING:

- usually high school diploma or GED required
- experiences with children, such as babysitting, camps, Sunday school, etc. are helpful
- area community colleges and four year colleges offer programs in child care/development

THE DMACC CHILD DEVELOPMENT ASSOCIATE PROGRAM:

- length: 3 quarters full time plus the 50 hours of core requirements and program requirements
- approximate educational cost: $1449.00 total
- location: Ankeny
- starting time: September for career portion and every quarter for core requirements and program requirements
- graduation award: Associate in Arts (A.A.)

PURPOSES AND CONTENT OF PROGRAM:

The Students will:

- understand the principles of growth and development of children from birth through adolescence
- be able to guide children's behavior according to methods learned in class
- communicate with parents and plan parent meetings
- learn to plan and carry out activities in various curriculum areas (science, small motor, large motor, language, music, creative arts, etc.)
- learn to work as a member of the center team to promote quality care for children

Basic Content Areas are:

- child growth & development
- interpersonal relations
- curriculum & planning
- nutrition
- preschool activities and materials
- observation & lab

ADMISSIONS REQUIREMENTS:

- complete 2 applications, one for arts and sciences for core requirements and one for Child Care
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop
- prior to 1st quarter enrollment, you must provide completed physical exam form

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to work in an organized and efficient manner
- must be able to apply knowledge gained in classroom to lab situations
- must have necessary physical and emotional stamina to meet demands of working with small, active children
- must be willing to spend 10-20 hours a week studying and doing projects
- must be able to get to a practicum site
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- if you need to strengthen your academic skills before entering the program; contact your program counselor for individual follow-up assistance
- must maintain a 1.5 GPA

Recommended Background Subjects:

- art
- music
- psychology
- home economics
- English
- physical education
- health
- sociology
- science

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- program is a lot harder than most people realize
- many outside projects to complete in addition to lots of reading
- be prepared to work hard if you want good grades
- will be missing lectures while in lab and you must make up the work on your own time
- you need a car because of lab hours, practicum, and possibility of evening classes

WHERE TO GET MORE INFORMATION:

Iowa Council for Children
Office of Planning & Programming
523 E. 12th Street
Des Moines, IA 50319

- ask your school counselor
- visit a nursery or day care agency in your neighborhood
- Iowa Asso. for Education of Young Children

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: CLERICAL

PROGRAM COUNSELOR: Don Holand | George Silberhorn

PHONE: 964-6216 (1-800-362-2127) | 432-7203 Boone

DATE PREPARED: September 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- be well groomed, dependable, and punctual
- use correct spelling, punctuation, grammer and vocabulary
- remain pleasant, alert and friendly throughout the day
- use good judgement in making your own decisions and be able to work under pressure
- do detail work correctly
- deal with all kinds of people
- follow written and spoken instructions
- speak clearly and pleasantly on the telephone
- operate typewriter, basic duplicating and calculating machines
- adapt to various office situations
- talk about and demonstrate your clerical skills and knowledge

ON THE JOB, YOU:

- may work in nearly all public and private organizations of every size and kind
- schedule appointments, give information to callers, and direct visitors to their destination
- often read and route incoming mail
- must find and attach the appropriate file to correspondence to be answered by the employer
- handle many kinds of typing and filing duties
- process correspondence, minutes of staff meetings, and other kinds of reports
- arrange travel schedules and make reservations for the employer
- may keep personal and other kinds of reports
- may be assigned basic bookkeeping tasks

THINGS TO THINK ABOUT:

- the work is usually interesting and challenging
- there are more workers in the clerical area than any other occupation
- employers may pay for additional training or education
- you may have to work under stressful situations

EARNINGS AND BENEFITS:

- number of hours/week 40
- average starting salary/month $625
- average salary range/month $550-800
- fringe benefits will vary according to employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- there will be a rapidly increasing demand for office workers because of business and industrial expansion, according to Job Service of Iowa
- retirements and replacements will make many openings in this area
- with additional training, may advance to secretarial or management level
- for those not wanting full-time jobs, part-time workers are in great demand

EDUCATION AND TRAINING:

- most employers prefer to hire persons with a high school diploma or equivalent and some business training
- graduation from a technical or vocational school is highly recommended

THE DMACC CLERICAL PROGRAM:

- length: 2 quarters, 6 hours daily
- approximate educational cost: $485 total
- location: Ankeny and Boone
- starting time: September, December, March & June (special starts can be arranged through the secretarial department)
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- learn how office is set up, run, and maintained
- develop reading, comprehension, and spelling skills
- build on clerical, mathmatical, and grammatical abilities
- establish effective interpersonal relationships with people
- develop an awareness of the need for continual personal and professional growth

Basic Content Areas are:
- typing
- math
- human relations
- accounting
- records management
- reprographics
- data processing
- office procedures
- for a description of the curriculum, see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny or Boone
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must be able to maintain effective interpersonal relationships with people of different ages and backgrounds
- must be able to read, comprehend and correctly spell words
- must develop ways to control your time
- should be able to follow instructions
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may want to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- typing
- business English
- bookkeeping
- human relations
- office practice
- business math
- accounting

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- put your best foot forward
- get involved in office education association activities
- take responsibility for your own progress
- try to take a part-time job related to this area

WHERE TO GET MORE INFORMATION:

National Secretaries Association
2440 Pershing Road, Suite G10, Crown Center
Kansas City, Missouri 64108

Association of Independent Colleges and Schools
1730 M Street NW
Washington, DC 20036

Dennis Marten, Chairperson
Office Occupations Dept.
Des Moines Area Community College
2006 South Ankeny Blvd.
Ankeny, Iowa 50021

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: COMMERCIAL & ADVERTISING ART
PROGRAM COUNSELOR: Joyce Brown
PHONE: 964-6506 (1-800-362-2127)
DATE PREPARED: May, 1980

TO GET THE JOB, YOU SHOULD BE ABLE TO:

- demonstrate your ability to compete as it relates to others in the field
- demonstrate a good working knowledge of production art
- listen to other people's ideas
- work well with a wide variety of skilled and non-skilled persons
- be willing to take criticism even though you may not agree with the supervisor or customer
- accept rejection or criticism of your work and be willing to make necessary corrections to bring your work up to acceptable standards
- talk about and demonstrate your Commercial Art skills and knowledge

ON THE JOB, YOU:

- will sit at a drawing board for long periods of time
- must produce creative ideas in a short period of time
- work under pressure to meet deadlines
- draw a variety of products in more than one style or technique
- prepare layouts and designs for a variety of purposes
- will sometimes copy from other artwork, photographs and layouts in order to save time

THINGS TO THINK ABOUT:

- most jobs require a good attitude and clear, accurate work skills in addition to actual drawing ability and originality in design
- many jobs require long hours - possibly nights and weekends - in order to complete projects

THINGS TO THINK ABOUT (Continued):

- you may find that drawing for a living has a negative effect on your fine art interests: you may seek unrelated areas for hobbies
- education, training and experience will pay an important part in your job

EARNINGS AND BENEFITS:

- number of hours/week	40 - 60
- average starting salary/year	$7200
- average salary range/year	$6000 - 15,000

- fringe benefits are usually good with large employers - none with many free lance positions

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- talented and well-trained artists will be able to find jobs
- most opportunities are in large urban areas where big publishers are located
- there are usually more applicants than openings
- you can get a better job if you have talent and are able to think up new ideas
- once your reputation has been well-established, there are few limitations to the possibilities you have for advancement
- many artists do free lance work in addition to a regular job

EDUCATION AND TRAINING:

- a high school diploma or its equivalent required
- training beyond high school at art institutes, community colleges, technical institutes highly recommended

THE DMACC COMMERCIAL & ADVERTISING ART PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $2921.50 total
- location: Ankeny
- starting time: September
- graduation award: Associate of Applied Arts

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- become aware of the occupational field
- be able to demonstrate development of intellectual and manual skills in commercial art
- learn to use the tools and techniques necessary to the occupational area
- to be able to demonstrate an ability in commercial art that will be acceptable in the occupational field
- learn to prepare a portfolio of samples in a variety of techniques in order to seek and obtain employment in a commercial art occupation

Basic Content Areas are:

- advertising, layout & design
- illustration
- photography
- airbrush illustration
- photo retouch
- printing
- advertising, copywriting, lettering & type
- advertising display design
- related courses in math, English, & human relations
- for a description of the curriculum see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop
- complete the required Commercial Art Realities Exploration Program
- attain a passing score on your portfolio evaluation
- must receive a passing score on the portfolio critique

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to work and concentrate in crowded conditions
- must be able to work on a variety of projects at the same time
- must accept criticism of your work and be willing to start over if necessary
- will be required to purchase expensive materials and tools for use in the program and in your future job
- must have basic skills in art, reading, English and math
- should organize your time well
- should be able to communicate well and work cooperatively with others
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshop
- may want to strengthen your academic skills before entering the program; contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- art
- drafting
- typing
- English
- composition
- general math
- general business
- journalism

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- be sure to be as free of other obligations as possible since alot of out-of-class work is involved
- be ready for creative criticism
- there is alot of tough competition in the field
- don't take commercial art if you don't want to work hard
- learn all possibly can now

WHERE TO GET MORE INFORMATION:

- DMACC Commercial and Advertising Art Department
  Dolores Johnson, Program Chairperson
  (515) 964-6328

- Pre-program Career Information Session: This is the Commercial Art Realities Exploration Program. You will receive an invitation to this day after you complete the Planning for College Success Workshop

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: COMMERCIAL HORTICULTURE
PROGRAM COUNSELOR: Arlen Twedt
PHONE: 964-6585 (1-800-362-2127)
DATE PREPARED: July, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- sit or stand for long periods of time
- follow directions and supervise others
- accept responsibility for your own work and the work of others
- demonstrate your knowledge of plant materials and use of horticulture terminology
- work well with your hands and fingers
- work out-of-doors in all weather
- deal with people in a pleasant, business-like way
- use lawn and garden equipment in your work
- use math in the selling and purchasing of materials and supplies and for calculating chemical/ fertilizer applications
- understand information that you read or hear and be able to communicate it to others
- reach, lift, stoop and bend
- work well under pressure due to heavy seasonal work loads or delivery deadlines
- use your back, arms and legs
- see well and have good color vision
- talk about, demonstrate your commercial horticulture skills and knowledge

ON THE JOB YOU:

- care for and maintain grounds, trees, plants, gardens, shrubbery and other greenery
- plan and plant landscape sites
- week, prune, trim plants and prepare areas for planting or transplanting
- apply chemicals to lawns and other plants
- will have to be able to run power equipment such as trucks, tractors, lawn mowers and trimmers
- should be able to make minor repairs on power equipment and climate control systems
- must anticipate the needs of your customers and place orders and schedule deliveries considering these needs
- stock inventory and perform other housekeeping chores
- arrange product displays and make direct sales to the customer
- may have responsibility for a specific area of the greenhouse, nursery, etc.
- attend industry and extension short courses

THINGS TO THINK ABOUT:

- the field offers an opportunity for a lot of creativity
- there is much variety in this work due to seasonal changes
- allergies to plants and pollen can be a problem
- entry level positions usually involve considerable physical activity and you are sometimes on your feet long hours
- you should not be afraid to get your hands and feet in the soil
- business is generated during a short period of time so you may work long hours during spring and holiday peaks
- many greenhouses and nurserys are family owned and advancement may be limited in these businesses
- you sometimes make deliveries at odd hours

EARNINGS AND BENEFITS:

- number of hours/week 40 - 48
- average starting salary/month $735
- average starting range/year $7,200-13,200
  these salary figures do not include overtime which is common in this field
- benefits vary depending upon employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- employment outlook is generally good, particularly in the more rural areas
- advancement depends primarily on your motivation and ability and your willingness to stay abreast of the constant changes in the field

- some people operate their own business
- career opportunities include greenhouse technician or manager, landscape planner and technician, gardener turf manager, garden center sales, golf course superintendent or greenskeeper, commercial and residential lawn care technician, nursery operator, sod farm manager or worker, parts or grounds manager, chemical control technician and mass marketing of plants/flowers

EDUCATION AND TRAINING:

- a high school education or its equivalent is preferred
- courses offered by community colleges are helpful

THE DMACC COMMERCIAL HORTICULTURE PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $2022.50 total
- location: Ankeny
- starting time: September
- graduation award: Associate of Applied Science (A,A.S.)

PURPOSE AND CONTENT OF THE PROGRAM:

The Student will:

- learn how to identify, grow, care for, and use plants for ornamental, environmental and functional uses
- learn to operate and maintain tools and equipment used in various horticulture activities

Basic Content Areas are:

- greenhouse maintenance
- nursery
- landscaping
- business & marketing
- trees & shrubs
- fruits & vegetables
- for a description of the curriculum see the College Catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- request your high school (or its equivalent) and any previous official college transcripts be sent to the Admissions Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- should be able to read and retain complex information
- should have the personal discipline and ability to take the initiative; to be a self starter
- should be able to follow through on assigned tasks and identify new tasks on your own
- should have an average amount of physical and emotional stamina
- should not let outside work interfere with studies
- should be aware of what LOW - MEDIUM - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may want to strengthen your academic skills before entering the program; contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- biology
- chemistry
- horticulture
- bookkeeping
- general business

ADVICE FROM STUDENTS WHO ARE IN THE PROGRAM:

- make sure the program is what you want. It is general in nature and does not specialize in any one area
- you must love plant materials, enjoy hard physical work, and not mind getting dirty
- outside study and attendance are very important (most students report 5 - 20 hours homework per week)
- self motivation is necessary, you get out of the program what you put into it
- beginning jobs are not high paying but they will open doors to future advancement

WHERE TO GET MORE INFORMATION:

- talk to people working in nurserys and greenhouses
- visit your library and read some professional magazines like the Horticulture Magazine and the Grounds Maintenance Magazine

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: COMPUTER OPERATOR
PROGRAM COUNSELOR: Mardelle Abram
PHONE: 964-6294 (1-800-362-2127)
DATE PREPARED: May, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- work accurately
- work alone
- pay attention to details
- work with machines
- think logically
- see and hear well
- use your hands and eyes together
- be bondable (have no criminal record)
- talk about and demonstrate your computer skills & knowledge

ON THE JOB, YOU:

- may work under pressure
- make quick and accurate judgements
- do work that is somewhat routine
- might be on your feet long periods of time
- work with machines
- respond quickly to demands of equipment
- may work alone, without supervision on night shifts

THINGS TO THINK ABOUT:

- you may work nights, weekends and holidays
- you do work that is important
- you will have to keep up with new technology

EARNINGS AND BENEFITS:

- number of hours/week	35-48
- average starting salary/year	$9,120
- average salary range/year	$8,800 - 11,500
- fringe benefits good	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- experience may lead to supervisory job
- with additional training operators may become programmers
- may work in business, industry, State and Federal Government, hospitals, schools

EDUCATION AND TRAINING:

- high school diploma required
- training beyond high school preferred
- on-the-job training may be possible

DMACC PROGRAM:

- length: 2 quarters, 6 hours daily
- approximate educational cost: $572.00
- location: Ankeny
- starting time: September
- graduation award: diploma

PURPOSE AND CONTENT OF THE PROGRAM:

The Student will:
- be able to demonstrate knowledge of computer operations
- have ability to understand computer programs
- be able to read and understand operations manuals

Basic Content Areas are:
- computer operations
- operations concepts
- for a description of the curriculum, see the college catalog or Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- should successfully demonstrate ability to operate computers and related equipment
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the PCS Workshop
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance
- must maintain 1.5 to graduate

Recommended Background Subjects:
- English
- math
- typing
- accounting
- writing

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- don't get a part-time job unless you have to
- don't get behind in your school work
- don't skip class

WHERE TO GET MORE INFORMATION:

- call Data Processing Department of Local Businesses
- Iowa State University, Ames, Iowa
- Drake University, Des Moines, Iowa
- Occupational Outlook Handbook

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: COMPUTER PROGRAMMING
PROGRAM COUNSELOR: Mardelle Abram
PHONE: 964-6294 (1-800-362-2127)
DATE PREPARED: May, 1980

ON THE JOB YOU SHOULD BE ABLE TO:

- work by yourself as well as with others
- be self starter
- meet deadlines (can't put things off)
- think logically
- pay attention to detail
- be patient and exact
- work with machines
- get along with people
- use your hands and eyes together
- be bondable (have no criminal record)
- talk about and demonstrate your computer programming skills and knowledge

ON THE JOB, YOU:

- analyze problems and design solutions
- write instructions for machines and people
- make quick and accurate judgements
- do work that is somewhat routine

THINGS TO THINK ABOUT:

- you will receive good pay and secure steady work
- you will have a skilled trade
- excellent job openings all over country
- work is usually done in modern, air-conditioned places
- work is exacting
- work is indoors
- need power of concentration
- hours may be long and may include night calls

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting salary/year	$13,100
- average salary range/year	$11,050 - 14,900
- fringe benefits good	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in industry, business, hospitals, schools
- earnings increase with experience
- advancement based on individual skills and knowledge
- advancement possibilities: office manager, systems analyst

EDUCATION AND TRAINING:

- a high school diploma or equivalent required
- training beyond high school recommended
- on-the-job training may be possible

THE DMACC COMPUTER PROGRAMMING PROGRAM:

- length: 6 quarters, 6 hours daily
- approximate educational cost: $1446
- location: Ankeny
- starting time: September, March
- graduation award: Associate in Applied Science degree (A.A.S.)

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- demonstrate knowledge in several computer languages
- will learn to read and understand programming reference manuals
- understand computers operations

Basic Content Areas are:
- programming concepts
- systems analysis
- applications programming
- for a description of the curriculum, see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success workshop

TO SUCCEED IN THE PROGRAM, YOU:

- should master computer language
- should manage your time well
- should be able to work under pressure
- should have a logical mind
- should be a self-starter
- must maintain a 2.0 GPA to graduate
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the PCS workshop
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- accounting
- business math
- English
- writing skills
- typing

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- plan on putting in a lot of time
- attendance is very, very important
- can't put projects off
- don't party too much
- take as much math as you can

WHERE TO GET MORE INFORMATION:

- call Data Processing Department of Local Businesses
- Iowa State University, Ames, Iowa
- Drake University, Des Moines, Iowa
- Occupational Outlook Handbook

PROGRAM INFORMATION BRIEF

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: CONDITIONED AIR
PROGRAM COUNSELOR: Tony Steinhauser
PHONE: 964-6561 (1-800-362-2127)
DATE PREPARED: September 1979

TO GET THE JOB, YOU SHOULD BE ABLE TO:

- see details in objects and drawings
- quickly do short math problems
- read gauges and dials correctly
- work thoroughly and accurately
- see well
- lift 150 pounds and carry 50 pounds
- climb and work safely on ladders, scaffolding, and ramps
- work in cramped positions
- talk about and demonstrate your conditioned air skills and knowledge

ON THE JOB, YOU:

- work on many kinds of cooling equipment
- may work as a commercial mechanic, install, service, and repair large air conditioning units such as those found in office building, department stores, and other places of business
- may install, service, and repair small air conditioning units in homes and offices
- put together and install duct work and other parts
- must connect the motors, compressors and temperature and humidity controls, and fans to control panels
- connect the control panel to the power source
- install air and water filters
- check the system to see that it is working properly
- insulate the pipes by wrapping them in insulating batting

THINGS TO THINK ABOUT:

- there are chances for overtime work at a higher pay rate
- you can start your own business
- may be seasonal layoffs
- hay have to work in cramped positions
- there is a possibility of electrical shock and torch burns
- may be emergency calls at odd hours
- must often life heavy and bulky equipment

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting salary/month	$787
- average salary range/month	$649-$865
- fringe benefits generally good, depending on employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- employment of air conditioning and refrigeration mechanics is expected to increase rapidly through the mid-1980's throughout the U.S.
- the number of homes and buildings using air conditioning continues to increase annually
- the use of air conditioning in stores, offices, factories, and homes is expected to continue to grow for several years
- opportunities are especially good for skilled and well trained air conditioning and refrigeration mechanics
- advancement based on individual skills and knowledge
- some occupations related to that of an air conditioning and refrigeration mechanic are: appliance repairperson, plumber/pipefitter, and construction electrician

EDUCATION AND TRAINING:

- high school graduation or equivalent highly recommended
- technical training beyond high school highly recommended
- some on-the-job training may be available

THE DMACC CONDITIONED AIR PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $944.50 total
- location: Ankeny
- starting time: June
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- learn to apply principles of refrigeration
- learn to apply principles of electricity and control
- learn to apply principles of copper working
- learn to apply principles of soft-soldering and silver bronzing
- learn to apply industrial relations and communication skills
- for a description of the curriculum see the College Catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office
- your high school (or its equivalent) and previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must have normal physical dexterity
- must be able to attend class regularly
- must be able to learn and use mathematics easily
- must be able to read and comprehend technical materials
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops

- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- general math
- physics
- shop

ADVICE FROM STUDENTS WHO ARE CURRENTLY IN THE PROGRAM:

- have a good background in physical science and math
- arrange and plan finances before starting program
- understand veteran benefits

WHERE TO GET MORE INFORMATION:

- American Society of Heating, Refrigerating, & Air-Conditioning Engineer, Inc.
  United Engineering Center
  345 East 47th Street
  New York, New York 10017

- Air-Conditioning & Refrigeration Institute
  1815 North Fort Myer Drive
  Arlington, Virginia 22209

PROGRAM INFORMATION BRIEF

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: CORRECTIONS
PROGRAM COUNSELOR: Mardelle Abram
PHONE: 964-6294 (1-800-362-2127)
DATE PREPARED: October 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- get along with people
- be responsible for your actions
- talk easily with people of all ages and backgrounds
- maintain emotional stability
- talk about and demonstrate your skills in corrections

ON THE JOB, YOU:

- assist people and meet their needs
- help people who have been in trouble get along in the community
- solve personal problems

THINGS TO THINK ABOUT:

- you will work with people of different backgrounds
- you do work that is fulfilling as you help keep law and order
- you are on call and may work a variety of hours
- people who are upset can be difficult to work with
- must be able to maintain confidentiality

EARNINGS AND BENEFITS:

- number of hours/week 40
- average starting salary/month $10,000-12,000
- average salary range/month $9000-12,000
- fringe benefits are good

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- County, State and Federal Government, private agencies
- advancement dependent on individual skills and knowledge
- State and Federal Prisons
- Half-way Houses
- Work Release Centers

EDUCATION AND TRAINING:

- high school diploma or equivalent required
- B.A. is preferred for Parole Officer
- B.A. is required for Juvenile Probation Officer

THE DMACC PROGRAM:

- length: 6 quarters, 16 credits/quarter
- approximate educational cost: $239.50/quarter
- starting time: September, December, March and June
- location: Ankeny
- graduation award: Associate of Arts degree (A.A.)

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn to establish effective interpersonal relationships
- learn and understand the laws
- develop an awareness of need for personal and professional growth
- learn about various correctional institutions

Basic Content Areas are:
Law Enforcement Theory
Corrections and the Law
Criminology
- for a description of the curriculum, see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admission's Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admission's Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- have good communication skills
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance
- must maintain 2.0 GPA to graduate

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- take lighter class load for General Ed courses
- be careful of scheduling (check on classes offered once a year)
- it is hard if you work full time and take a full load

WHERE TO GET MORE INFORMATION:

- Occupational Outlook

- State and Local Court Systems

- Federal Court House
Des Moines, Iowa

- Polk County Court House
Des Moines, Iowa

- State Department of Social Services
Lucas Building
Des Moines, Iowa

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: CORRESPONDENCE SECRETARY
PROGRAM COUNSELOR: Don Holand George Silberhorn
PHONE: (1-800-362-2127) 964-6216 432-7203 Boone
DATE PREPARED: April, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- be well groomed, dependable and punctual
- use correct spelling, punctuation, grammar, and vocabulary
- remain pleasant, alert, and friendly throughout the day
- use good judgement in making your own decisions and be able to work under pressure
- do detail work correctly
- deal with all kinds of people
- follow written and spoken instructions
- speak clearly and pleasantly on the telephone
- operate typewriter, basic duplicating and calculating machines
- adapt to various office situations
- transcribe from pre-recorded dictations
- talk about and demonstrate your secretarial skills and knowledge
- use power typing equipment to produce business correspondence and documents

ON THE JOB, YOU:

- may work in nearly all public and private organizations of every size and kind
- schedule appointments, give information to callers and direct visitors to their destination
- often read and route mail
- must find and attach appropriate file to correspondence to be answered by the employer
- handle many kinds of typing and filing duties
- process correspondence, minutes of staff meetings, and other kinds of reports
- arrange travel schedules and make reservations for the employer
- may keep personal and other kinds of reports
- transcribe from pre-recorded dictation
- may be assigned basic bookkeeping tasks
- will operate power typing equipment to produce business correspondence and documents

THINGS TO THINK ABOUT:

- the work is usually interesting and challenging
- employers may pay for additional training or education
- you may have to work under stressful situations

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting salary/month	$725
- average salary range/year	$8100-9600

- fringe benefits will vary according to the employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- there will be a rapidly increasing demand for office workers because of business and industrial expansion, according to Job Service of Iowa
- retirements and replacements will make many openings in this area - with additional training may advance to administrative or management level
- for those not wanting full-time jobs, part-time workers are in great demand

EDUCATION AND TRAINING:

- high school graduation required
- machine transcription is a requirement
- graduation from a technical or vocational school is highly recommended
- training in use of power typing equipment to produce business correspondence and documents

THE DMACC CORRESPONDENCE SECRETARIAL PROGRAM:

- length: 3 quarters, 6 hours daily
- approximate educational cost: $766.50/ total
  $762.00 (Boone)
- location: Ankeny and Boone
- starting time: September, December, March & June (special starts can be arranged through the secretarial program)
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- understand how an office is set-up, run, and maintained
- develop reading, comprehension, and spelling skills
- build on clerical, mathmatical, and grammatical abilities
- learn to establish effective interpersonal relationships with people
- develop an awareness of the need for continuance of personal and professional growth

Basic Content Areas are:

- math
- typing
- human relations
- business communications
- data processing
- office procedures
- word processing
- office accounting
- for a description of the curriculum, see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny or Boone
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must be able to maintain effective interpersonal relationships with people of different ages and backgrounds
- must be able to read, comprehend and correctly spell words
- must develop ways to control your time
- should be able to follow instructions
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may want to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- typing
- bookkeeping
- accounting
- business English
- office practice
- business math
- human relations

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- put your best foot forward
- get involved in office education association activities
- you are responsible for your own progress
- try to take a part-time job related to this area

WHERE TO GET MORE INFORMATION:

National Secretaries Association
2440 Pershing Road, Suite G10, Crown Center
Kansas City, Missouri 64108

Association of Independent College and Schools
1780 M Street NW
Washington, DC 20036

Dennis Marten, Chairperson
Office Occupations Dept.
Des Moines Area Community College
2006 South Ankeny Blvd.
Ankeny, Iowa 50021

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: CRIMINALISTICS
PROGRAM COUNSELOR: Mardelle Abram
PHONE: 964-6294 (1-800-362-2127)
DATE PREPARED: April, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- work by yourself
- do accurate detail work
- work with microscope and lab equipment
- perform tasks (crime related)
- properly collect and preserve evidence
- work with photographic equipment
- perform tasks such as take finger prints
- take blood and hair samples
- photograph dead bodies
- analyze bullet wounds
- talk about and demonstrate your criminalistics skills and knowledge

ON THE JOB, YOU:

- evaluate and analyze evidence using scientific instruments
- help other members of law enforcement team
- take and develop photographs
- collect evidence at crime scene
- present evidence in court proceedings
- must be accurate
- must do tedious detail work
- will work with others in a team effort
- should be prepared to work in all types of weather

THINGS TO THINK ABOUT:

- you will work indoors most of the time
- you do work that is important to the preservation of justice
- you may have to testify in court
- you may be on call
- you may have to work in unpleasant situations, such as with blood, dead bodies
- you must maintain confidentiality

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting salary/year	$11,000
- average salary range/year	$10,000-13,000
- fringe benefits vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work City, County, State and Federal or private law enforcement agencies
- demand is low now in Iowa, future trends show need
- advancement based on individual skills and knowledge

EDUCATION AND TRAINING:

- high school diploma or equivalent required
- college (2 years) required
- baccalaureate is preferred
- may be required to take Civil Service exam
- may get credit for prior military classes

THE DMACC CRIMINALISTICS PROGRAM:

- length: 6 quarters, 16 credits/quarter
- approximate educational cost: $310.00/quarter
- location: Ankeny
- starting time: September, December, March, June
- graduation award: Associate in Arts degree (A.A.)

PURPOSE AND CONTENT OF THE PROGRAM:

The Student will:

- learn to work with all types of lab equipment
- learn to take, develop, and print photos
- learn to collect and preserve evidence
- develop intellectual and manual dexterity skills necessary to do the job

Basic Content Areas are:

- chemistry
- law enforcement theory
- identification courses:
  - weapons
  - fluids
  - fingerprinting
- for a description of the curriculum, see the college catalog or Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- prior to first quarter enrollment, complete the Planning for College Success workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must have biological or physiological educational background
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact yoru program counselor for individual follow-up assistance
- must maintain 2.0 GPA to graduate
- should have or develop good study habits
- should be able to accept and administer responsibility

Recommended Background Subjects:

- algebra I
- chemistry
- sociology
- composition
- psychology
- photography
- speech

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- be sure you know the total scope of the program
- plan on a lot of home work
- better like chemistry
- don't work full-time if going to school full-time
- plan on getting a four-year degree
- need a strong math background

WHERE TO GET MORE INFORMATION:

- Local Police Department
  Des Moines Police Department
  Personnel
  Des Moines, IA

- Bureau of Criminal Investigation
  Wallace State Office Building
  Des Moines, IA

- Local Sherriff's Office
  County court House
  Personnel Department

- Federal Bureau Investigation (FBI)
  United State Court House
  P.O. Box 328
  Room 309, E. First Street
  Des Moines, IA

- Occupational Outlook

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: CULINARY ARTS
PROGRAM COUNSELOR: Ed Keefe
PHONE: 964-6561 (1-800-362-2127)
DATE PREPARED: April, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- work under pressure during rush hours and with a certain amount of noise and confusion
- closely work with many other kinds of employees in a congenial manner
- enjoy working with quantity food to create appealing and good tasting meals
- acquire a sense of taste and smell
- supervise and manage people
- learn and remember hotel & restaurant sanitation rules
- maintain good health and possess physical stamina
- read and follow recipes and directions carefully and learn to use new methods
- talk about and demonstrate yoru culinary arts skills and knowledge

ON THE JOB, YOU:

- are responsible for planning, organizing, directing and controlling the operations of the kitchen
- may specialize in frying, baking, roasting, broiling or sauce cookery
- may create new recipes to win praises of customers and build reputation as an expert
- may interview, hire, and fire other kitchen help
- may be responsible for food purchasing, estimates of consumption, menu planning and price rates
- are responsible for preparing & cooking foods
- may specialize in preparation and cooking of exotic dishes, foods of foreign flavor, very elaborate dishes, or in some particular creation of your own
- may arrange for special menus for conventions, training seminars, and workshops
- may be responsible for supervising the serving and [illegible]ing of alcoholic beverages

THINGS TO THINK ABOUT:

- free or discount meals are generally provided to you
- working with the public and pleasing customers may be very challenging and rewarding
- work is very steady with few layoffs
- may work irregular hours, including nights and/or weekends
- top level people make very good money
- you may be able to go into business for yourself

EARNINGS AND BENEFITS:

- number of hours/week	40-50
- average starting salary/month	$700
- average salary range/year	$6000-9600
- benefits will vary according to employer, meals usually provided	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- employment of cooks and chefs is expected to increase faster than the average for all occupations throughout the 1980's according to the department of labor
- higher personnel incomes and more leisure time will allow people to go out for dinner more often and to take more vacations, thus creating new jobs
- opportunities may occur for chefs and cooks in industrial firms, large companies, hospitals, educational institutions, private clubs, department stores, and other fast food establishments
- advancement in this trade depends on personal qualifications, skill, training, experience, originality and ambition of the individual

EDUCATION AND TRAINING:

- high school education usually required
- applicants who have completed formal training and course work through colleges, vocational schools, or culinary institutes have greater skills to offer to an employer

THE DMACC CULINARY ARTS PROGRAM:

- length: 6 quarters, 6 hours daily
- approximate educational cost: $1487.00 total
- location: Ankeny
- starting time: September
- graduation award: Associate of Applied Arts (A.A.A.)
- graduates are eligible for the American Culinary Federation Apprenticeship Program

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn to plan, organize, direct, control and evaluate the operation of a kitchen
- learn to plan, prepare, and serve various types of food and beverages
- learn to establish effective communications with people of different ages and backgrounds
- be exposed to frying, baking, roasting, broiling, and sauce cookery
- become familiar with personnel management and supervision
- understand the need for continuance of personal and professional growth

Basic Content Areas are:

- food & nutrition
- buffet decoration
- international cuisine
- management
- baking
- cost control
- food preparation
- menu planning
- table service
- catering
- garde-manager
- culinary french terminology
- for a description of the curriculum, see the college catalog or the Admission Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete a Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must be able to follow written and spoken instructions
- must have good study habits
- must be able to maintain effective communications with people of different ages and backgrounds
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- general math
- food preparation
- speech
- English
- record keeping
- bookkeeping

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- try to take a part-time job related to food preparation
- be prepared to work some irregular hours
- make the best of your personnel supervision courses

WHERE TO GET MORE INFORMATION:

- Chefs De Cuisine Association of America, Inc.
  235 West 46th Street
  Suite 329
  New York, New York 10036

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: KEY PUNCH DATA ENTRY
PROGRAM COUNSELOR: Mardelle Abram
PHONE: 964-6294 (1-800-362-2127)
DATE PREPARED: September 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- use basic math
- accurately type at least 10,000 strokes per hour
- read and understand instructions
- use eyes and hands together
- work with details
- use key punch/data entry processes
- sit for long periods of time
- see and read well
- do routine work
- work alone
- talk about and demonstrate your key punch skills and knowledge
- have good finger dexterity

ON THE JOB, YOU

- sit for long periods of time
- use basic math
- use key punch/data entry machines
- do routine work
- must work with speed and accuracy
- work alone

THINGS TO THINK ABOUT:

- you may work a variety of shifts
- you do work that is an important part of data processing system
- you receive overtime pay during heavy seasons
- advancement in data processing is limited without further training
- you work in attractive, well-equipped offices
- it is a job you can continue to perform throughout your working life

EARNINGS AND BENEFITS:

- number of hours/week	40 (for full-time permanent position)
- average starting wage/hour	$3.75
- average salary range/month	$602-690
- fringe benefits usually good	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in large businesses, industry, State and Federal Government, hospitals, banks
- advancement without more training is limited
- easy to get part-time work
- steady demand for key punch operators

EDUCATION AND TRAINING:

- high school diploma or equivalent generally required
- specialized training preferred

THE DMACC KEY PUNCH PROGRAM:

- length: 6 weeks, 6 hours daily
- approximate educational cost: $123 total
- location: Ankeny
- starting time: September and every 7th week after that
- graduation award: certificate

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- learn keypunch process
- learn fast and accurate use of key board
- have knowledge of business data process procedures

Basic Content Areas are:
- data entry concepts
- keyboard practice
- for a description of the curriculum, see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- must have completed a basic typing course
- prior to registration, complete the Planning for College Success Workshop
- must be able to type 35 w.p.m. with maximum of four errors

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to operate data entry equipment fast and accurately
- must have self discipline
- must have a 1.5 GPA to graduate
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program; contact your program counselor for individual follow-up assistance

Recommended and Required* Background Subjects:

- typing* - business math - English

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- do not get nervous about timings
- get as much program background as you can
- be able to work under pressure
- be patient
- ask for help if needed

WHERE TO GET MORE INFORMATION:

- Occupational Outlook Handbook

- call Data Processing Department of local businesses

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: DIETETIC TECHNICIAN PROGRAM
PROGRAM COUNSELOR: Curt Vandivier
PHONE: 964-6216 (1-800-362-2127)
DATE PREPARED: November 1978

TO GET THE JOB YOU SHOULD BE ABLE TO:

- utilize appropriate verbal and written communications
- work with people of different ages and backgrounds
- work under stressful situations
- assume responsibility and relate well with patients and personnel
- develop and teach materials related to the nutrition care process
- prepare and serve food
- supervise and manage people
- perform some clerical duties
- maintain good physical health
- talk about and demonstrate your dietetic skills and knowledge

ON THE JOB, YOU:

- usually work under the direction and guidance of a dietician
- plan menus based on established guidelines
- maintain and improve standards of sanitation, safety, and security
- selects, schedules, and conducts orientation in-service and education programs for personnel
- recommends improvements for facility and equipment
- reinforces modified diet instructions given by the clinical dietician
- check trayline to insure foods are served as ordered
- calculate nutrient level of foods ordered
- works closely with the clinical dietician to obtain diet history and food preference from patients
- supervise food production and service
- guides individuals and families in food selection, food preparation, and menu planning based on nutritional needs
- monitors food service quality standards
- visits patients daily in making appropriate food selection according to diet prescription

THINGS TO THINK ABOUT:

- this program does not count toward becoming a registered dietician
- you may become a member of the American Dietetic Association
- serving people may be a very rewarding career
- you may work irregular hours

EARNINGS AND BENEFITS:

- number of hours/week 40
- average starting wage/hour $4.25
- average salary range/month $650-823
- fringe benefits are generally good but vary according to employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in private health and welfare centers, day care centers, nursing homes, food companies, colleges, hospital and armed forces
- advancement relies heavily on further education and experience
- employment opportunities for qualified Dietetic Technicians are expected to be good through the 1980's according to the Department of Labor

EDUCATION AND TRAINING:

- a high school diploma is required
- to be a dietetic technician you must successfully complete an associate degree program which meets the educational standards established by the American Dietetic Association

THE DMACC DIETETIC TECHNICIAN PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $1,537.50 total
- location: Ankeny
- starting time: September
- graduation award: Associate in Applied Science (A.A.S.)

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- understand the science and art of human nutrition to help people select and obtain food for the primary purpose of nourshing their bodies in health and disease throughout the life cycle
- learn the fundamentals of food service management, how to teach food and nutrition principles, and the importance of dietary counseling
- learn to establish effective interpersonal relationships between patients and other members of the health team
- understand the need for continuance of personal and professional growth

Basic Content Areas are:

- food preparation
- food and nutrition
- sanitation and safety
- anatomy
- menu planning
- diet therapy
- biology
- chemistry
- physiology
- purchasing
- psychology
- personnel supervision
- for a description of the curriculum see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must be able to maintain effective interpersonal relationships with people of different ages and backgrounds
- should be able to follow written and spoken instructions
- should develop or have good study habits
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests; Writing - 97 - 102 - 107, Math - 14 - 21 - 28, Reading - 17 - 21 - 24
- may want to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- chemistry
- math
- English
- biology
- psychology
- recordkeeping
- speech
- home economics

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- try to secure a part-time job in quantity food production
- take all the management courses you can

WHERE TO GET MORE INFORMATION:

The American Dietetic Association
430 North Michigan Ave.
Chicago, Illinois 60611

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: DENTAL ASSISTANT
PROGRAM COUNSELOR: Mike Perry
PHONE: 964-6441 (1-800-362-2127)
DATE PREPARED: April, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- be neat and personable
- accept accountability for own actions
- talk easily with people of all ages and backgrounds
- maintain good physical health
- maintain good sight and hearing and physical coordination
- do tasks for patients that may be unpleasant
- work quickly, quietly and accurately
- talk about and demonstrate your dental assistant skills and knowledge

ON THE JOB, YOU:

- do all the tasks necessary to keep the office running smoothly
- may serve as a receptionist, office manager, bookkeeper, secretary
- may assist the dentist with patient treatment as a chairside assistant
- may serve as laboratory assistant or preventive assistant
- might work for a specialist in the dental field such as an orthodontist who straightens teeth, or an oral surgeon who removes teeth and performs other surgical procedures on the mouth or a pedodontist who works on child patients only
- give chairside assistance to the dentist while working on a patient's teeth. This may include seating the patients, adjusting the chair, placing a bib on the patient, operating the X-ray machine, developing and mounting X-rays, mixing filling materials and dental cements and handing them to the dentist when they are needed
- will sterilize instruments and put plaster and stone models in the laboratory

THINGS TO THINK ABOUT:

- you will have to put your fingers in the patient's mouth
- work areas are usually pleasant and attractive
- a dental assistant has the opportunity to meet and help people from many different backgrounds
- the variety of tasks in this work makes it interesting and challenging
- you may work Saturdays
- dental assistants are on their feet a great deal both walking and standing
- many patients are hard to get along with because they are nervous about coming to the dentist and sometimes are in pain

EARNINGS AND BENEFITS:

- number of hours/week	35-40
- average starting salary/month	$650
- average salary range/year	$7200-9600
- fringe benefits vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- the outlook is good for dental assistants since the dental field is growing steadily
- almost all dentists hire at least one dental assistant
- many openings are created due to high turnover in jobs
- advancement is limited, usually in the form of more responsibility and high pay
- with additional training, some dental assistants advance to expand duty auxiliaries, office manager, laboratory technician, a dental hygienist, or a dental auxiliary teaching position
- a few positions as supervisors and office managers are open

THE DMACC DENTAL ASSISTANT PROGRAM:

- length; 4 quarters, 6 hours daily
- approximate educational cost: $1464
- location: Ankeny
- starting time: September & March
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn to demonstrate safe and effective performance according to designated course objectives
- learn to establish effective interpersonal relationships with patients and other members of the dental health team
- develop intellectual and manual dexterity skills necessary to provide treatment for dental patients
- develop an awareness of the need for continual personal and professional growth

Basic Content Areas are:

- fundamentals
- lab procedure
- radiology
- tooth morphology
- clinical practicum
- arts and science
- chairside procedure
- business office
- head/neck anatomy
- nutrition
- microbiology/oral pathology
- for a description of the curriculum see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcript must be sent to the Admissions office
- complete the Planning for College Success Workshop
- must have earned a "C" or better in high school biology or equivalent within the last 5 years
- prior to first quarter registration, provide the completed physical and dental examination form

ADMISSIONS REQUIREMENTS (Continued):

- must certify typing proficiency of 45 w.p.m., 95% accuracy 5 minute timed writing. If this requirement is not met before admission or by the end of first quarter, the student will be expected to enroll in a typing course and fulfill the requirement by the end of the 2nd quarter.

TO SUCCEED IN THE PROGRAM, YOU:

- are required to have excellent attendance and promptness
- must be able to perform activities in an organized and detailed manner
- must be able to apply knowledge from the biological, physical and social sciences
- must have necessary physical and emotional stamina to meet demands of rigorous program
- must have self-discipline and ability to take iniative in resolving your learning needs
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that are given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program; contact your program counselor for individual follow-up assistance

Recommended and Required* Background Subjects:

- biology*
- typing*
- sociology
- first aid
- speech
- bookkeeping
- psychology

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- complete the pre-entrance work recommended by your program counselor
- plan finances in advance
- don't try to have a job while you're a student unless it is absolutely necessary
- be sure to have your "family" prepared for your going to school

WHERE TO GET MORE INFORMATION:

- American Dental Assistants Assoc.
  211 East Chicago Avenue
  Chicago, IL 60611
- IA. Dental Association
  333 Insurance Bldg.
  Des Moines, IA 50309

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: DENTAL HYGIENE
PROGRAM COUNSELOR: Ev Anderson
PHONE: 964-6436 (1-800-362-2127)
DATE PREPARED: May, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- accept responsibility for own actions
- make decisions on your own
- work well with people of all ages and backgrounds
- take responsibility for directing less skilled workers in technical aspects of care
- see and hear well and have good physical coordination
- maintain good physical health
- maintain emotional stability
- talk about and demonstrate your dental hygiene skills and knowledge

ON THE JOB, YOU:

- clean teeth by removing stains and calculus deposits
- polish teeth and apply fluoride treatments
- note cavaties and other conditions of the patient's oral cavity
- take and develop X-rays
- do nutritional counseling
- do patient education in the care of teeth and supporting structures. Give demonstrations on how to use a toothbrush and present talks on food and its effect on dental health
- may be employed by school systems and will be primarily concerned with the care of children's teeth
- may visit schools, inspect student's teeth and report your findings to a supervising dentist
- sometimes act as a receptionist

THINGS TO THINK ABOUT:

- dental hygienists usually work in pleasant surroundings
- a dental hygienist has the chance to help people with health problems

THINGS TO THINK ABOUT (Continued):

- you will meet people with varied backgrounds
- dental hygienists may work on Saturdays. However, the number of days that they work per week may be flexible

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting salary/month	$1000
- average salary range/year	$10,800-14,400
- fringe benefits usually good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in dentist's office, hospitals, factories, schools, clinics, or nursing homes after passing the licensing examinations
- a steady demand for dental hygienists is expected through the mid 1980's, according to the U.S. Department of Labor
- may continue your education for further advancement

THE DMACC DENTAL HYGIENE PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $2559.50 total
- location: Ankeny
- starting time: September
- graduation award: Associate in Applied Science (A.A.S.) or Associate in Arts (A.A.) with 7 additional general education credits

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn to demonstrate safe and effective performance according to designated course objectivess
- learn to establish effective interpersonal relationships with patients and other members of the health team
- develop intellectual and manual dexterity skills necessary to give direct care to patients
- develop an awareness of the need for continual personal and professional growth

Basic Content Areas are:

- head & neck anatomy
- oral histology & embryology
- general & oral pathology
- clinical Dental Hygiene theory & practice
- radiology
- periodontology
- pharmacology
- nutrition
- dental health education
- tooth morphology
- ethics & jurisprudence
- dental materials
- for a description of the curriculum, see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop
- must have earned a "C" or better in high school algebra, biology and chemistry or must have taken equivalent course work within the last 5 years
- must have taken 1 quarter of college biology and chemistry with a "C" or better grade
- provide scores from DHAT and ACT test. Cut off scores for DHAT is 4 in all areas and 20 composit for ACT.
- provide three letters of recommendation to the admissions office, one must be from a dentist

ADMISSIONS REQUIREMENTS (Continued):

- prior to first quarter enrollment, a personal interview with dental hygiene faculty required upon request
- prior to first quarter enrollment, must provide completed physical and dental examination form

TO SUCCEED IN THE PROGRAM, YOU:

- must have or develop good study habits
- must be able to perform activities in an organized and detailed manner
- must be able to apply knowledge from the biological, physical and social sciences
- must have necessary physical and emotional stamina to meet demand of a rigorous program
- must have self-discipline and ability to take initiative in resolving yoru learning needs
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended and Required* Background Subjects:

- chemistry*
- biology*
- algebra*
- speech
- psychology
- geometry

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- be sure to take all arts & sciences classes in advance
- plan finances in advance
- don't try to have a job while in school unless it's absolutely necessary
- be sure to have your family's support for going to school

WHERE TO GET MORE INFORMATION:

- American Dental Hygienists Association
  211 E. Chicago Avenue, Suite 1616
  Chicago, IL 60611

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: DEVELOPMENTAL DISABILITIES
PROGRAM COUNSELOR: Ev Anderson
PHONE: 964-6436 (1-800-362-2127)
DATE PREPARED: July, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- be affectionate and loving to all handicapped people
- be kind and pleasant in tone and manner
- follow directions that you read and those that you hear
- stay calm in emergencies
- be imaginative and creative in planning activities
- be responsible and dependable
- talk about and demonstrate your skills and knowledge

ON THE JOB, YOU:

- will run, walk, stand for long periods of time
- will need to sit on small chairs and on the floor as you interact with children
- will need to see and hear well
- will lift equipment such as wheel chairs, braces, etc.
- will lift children or assist handicapped adults in daily activities
- will tie shoes, button coats, change diapers, toilet train, and help with other tasks that some clients can't do for themselves
- will prepare meals and snacks
- will supervise outdoor recreation year around
- will need to be able to work with clients with special diets or handicaps
- will be responsible for safety of clients
- will be expected to recognize signs of illness in clients so they can be given proper medical care
- will be planning and carrying out activities for individual clients and for small groups
- will be emphasizing self-concept learning
- will need to be able to administer emergency care

THINGS TO THINK ABOUT:

- previous experiences with handicapped people would be helpful because you will be working with people who can be difficult at times and who may look and act different from the norm
- previous experiences with children are helpful
- some states require developmental disabilities workers to be licensed
- you would probably be working with staff, clients, and parents of different social, economical, cultural, and racial backgrounds
- at this time Iowa does not have rigid licensing standards for developmental disabilities workers so people with 0, 1, 2 or 4 years of training may hold similar jobs
- the work can be tiring
- you may be having late afternoon or evening classes
- your job may require more than 40 hours a week or night shifts, week-ends, and holidays

EARNINGS AND BENEFITS:

- number of hours/week 40
- average starting salary/month $550
- starting salary range/year $6448-9600
- fringe benefits usually good depending on employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- experienced developmental disabilities workers may become: residential managers, supervisors, or teachers aid in a school system or sheltered workshop
- developmental activity center supervisor
- companion to the disabled
- camp counselor or director
- nursing home activity specialist
- teachers aid in childrens hospital school
- better employment opportunities at the state level such as the merit system, dependent upon skills and knowledge
- as a result of PL 42-194 more jobs are becoming available

EDUCATION AND TRAINING:

- usually high school diploma or GED required
- experiences with children such as babysitting, camps, Sunday school, etc. are helpful
- area/community colleges and four-year colleges offer programs in developmental disabilities or special education
- the amount of training required to get hired varies depending upon availability of people in the community and what training they have had
- preference may be given to four-year graduates

THE DMACC DEVELOPMENTAL DISABILITIES PROGRAM:

- length: 3 quarters, 6 hours daily
- approximate educational costs: $831.50 total
- location: Ankeny
- starting time: September
- graduation award: diploma
- part time classes are available as time permits

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- understand the principles of growth & development of children from birth through adolescence
- understand the exceptional individual and learn how to deal with specific disabilities
- communicate with parents, guardians, and agencies in the community
- learn to plan and carry out activities for educational as well as vocational purposes
- learn to work as a member of a specialized team and to provide imput
- be exposed to many disabilities such as mental, physical, emotional, visual, and auditory and/or people who are talented and gifted
- for a description of the curriculum see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete application form and send to Admissions office
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop
- prior to 1st quarter enrollment, you must provide completed physical exam form

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to work in organized and efficient manner
- must be able to apply knowledge gained in classroom to lab situations
- must have necessary physical and emotional stamina to meet demands of working with the developmentally disabled
- must be willing to spend 10-20 hours a week studying and doing projects
- must be able to get to practicum site
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may want to strengthen your academic skills before entering this program, contact your program counselor for individual follow-up assistance
- must maintain a 1.5 GPA

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- program is a lot harder than most people realize
- many outside projects to complete in addition to lots of reading
- be prepared to work hard if you want good grades
- will be missing lectures while in lab and you must make up the work on your own time
- you need a car because of lab hours, practicum, and possibility of evening classes

WHERE TO GET MORE INFORMATION:

- Iowa Merit Employment Department
  Grimes State Office Building
  Des Moines, IA 50309
- Social Service Agencies check with local and/or state offices

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: DEVELOPMENTAL DISABILITIES ASSOCIATE
PROGRAM COUNSELOR: Ev Anderson
PHONE: 964-6436 (1-800-362-2127)
DATE PREPARED: September 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- be affectionate and loving to all handicapped people
- be kind and pleasant in tone and manner
- follow directions that you read and those that you hear
- stay calm in emergencies
- be imaginative and creative in planning activities
- be responsible and dependable
- talk about and demonstrate your skills and knowledge

ON THE JOB, YOU:

- will run, walk, stand for long periods of time
- will need to sit on small chairs and on the floor as you interact with children
- will need to see and hear well
- will lift equipment such as wheel chairs, braces, etc.
- will lift children or assist handicapped adults in daily activities
- will tie shoes, button coats, change diapers, toilet train, and help with other tasks that some clients can't do for themselves
- will prepare meals and snacks
- will supervise outdoor recreation year around
- will need to be able to work with clients with special diets or handicaps
- will be responsible for safety of clients
- will be expected to recognize signs of illness in clients so they can be given proper medical care
- will be planning and carrying out activities for individual clients and for small groups
- will be emphasizing self-concept learning
- will need to be able to administer emergency care

THINGS TO THINK ABOUT:

- previous experiences with handicapped people would be helpful because you will be working with people who can be difficult at times and who may look and act different from the norm
- previous experiences with children are helpful
- some states require developmental disabilities workers to be licensed
- you would probably be working with staff, clients, and parents of different social, economical, cultural, and racial backgrounds
- at this time Iowa does not have rigid licensing standards for developmental disabilities workers so people with 0, 1, 2 or 4 years of training may hold similar jobs
- the work can be tiring
- you may be having late afternoon or evening classes
- your job may require more than 40 hours a week or night shifts, week-ends, and holidays

EARNINGS AND BENEFITS:

- number of hours/week 40
- average starting salary/month $500
- starting salary range/month $467-760
- fringe benefits usually good depending on employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- experienced developmental disabilities workers may become:
- residential managers, supervisors, or teachers aid in a school system or sheltered workshop
- developmental activity center supervisor
- companion to the disabled
- camp counselor or director
- nursing home activity specialist
- teachers aid in childrens hospital school
- better employment opportunities at the state level such as the merit system, dependent upon skills and knowledge
- as a result of PL 42-194 more jobs are becoming available

EDUCATION AND TRAINING:

- usually high school diploma or GED required
- experiences with children such as babysitting, camps, Sunday school, etc. are helpful
- area/community colleges and four year colleges offer programs in developmental disabilities or special education
- the amount of training required to get hired varies depending upon availability of people in the community and what training they have had
- preference may be given to four year graduates

THE DMACC DEVELOPMENTAL DISABILITIES ASSOCIATE PROGRAM:

- length: 3 quarters full time plus the 49 hours of core requirements and program requirements
- approximate educational cost: $1444.00 total
- location: Ankeny
- starting time: September for career portion and every quarter for core requirements & program requirements
- graduation award: Associate in Arts (A.A.)

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- understand the principles of growth & development of children from birth through adolescence
- understand the exceptional individual and learn how to deal with specific disabilities
- communicate with parents, guardians, and agencies in the community
- learn to plan and carry out activities for educational as well as vocational purposes
- learn to work as a member of a specialized team and to provide input
- be exposed to many disabilities such as mental, physical, emotional, visual, and auditory and/or people who are talented and gifted
- for a description of the curriculum see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete 2 applications, one for arts & sciences for the core requirements and one for Developmental Disabilities and send to Admissions office
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions Office
- complete the Planning for College Success Workshop
- prior to 1st quarter enrollment, you must provide completed physical exam form

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to work in organized and efficient manner
- must be able to apply knowledge gained in classroom to lab situations
- must have necessary physical and emotional stamina to meet demands of working with the developmentally disabled
- must be willing to spend 10-20 hours a week studying and doing projects
- must be able to get to practicum site
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may want to strengthen your academic skills before entering this program, contact your program counselor for individual follow-up assistance
- must maintain a 1.5 GPA

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- program is a lot harder than most people realize
- many outside projects to complete in addition to lots of reading
- be prepared to work hard if you want good grades
- will be missing lectures while in lab and you must make up the work on your own time
- you need a car because of lab hours, practicum, and possibility of evening classes

WHERE TO GET MORE INFORMATION:

Iowa Merit Employment Department
Grimes State Office Building
Des Moines, IA 50309

- Social Service Agencies check with local and/or state offices

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: ELECTRONICS MAINTENANCE
PROGRAM COUNSELOR: Ed Keefe
PHONE: 964-6561 (1-800-362-2127)
DATE PREPARED: August 1979

TO GET THE JOB, YOU SHOULD BE ABLE TO:

- repair most consumer electronic products (CB radio, HiFi, TV)
- repair and maintain industrial motor control devices
- read technical material
- trace electronic circuits by following schematic diagrams
- maintain high frustration tolerance when trouble shooting
- possess good hand-eye coordination and mechanical ability
- work with small objects
- deal with customer complaints without becoming hostile
- climb ladders
- talk about and demonstrate your electronic skills and knowledge

ON THE JOB, YOU:

- use your knowledge of electronics to repair and maintain consumer electronic products
- may maintain and repair industrial motor controls
- may work exclusively in the area of high fidelity sound or TV
- may work in a repair shop or work for a retail sales outlet
- may be involved in some selling or consumer electronic products
- will be called upon to answer technical questions from customers and salespersons
- will often work in cramped quarters
- may be required to work in the customer's home
- must know how to use such hand tools as soldering irons, screwdrivers, pliers, wire cutters
- must be completely familiar with such electronic test equipment as VOMs, VTM, oscilloscopes, signal generators and frequency counters, color bar generators, tube testers, etc.

THINGS TO THINK ABOUT:

- places of employment are usually small local businesses with many local contacts
- there is some overtime work and some odd-hour work
- there is some risk of falling while installing antennas
- there is also the danger of electrical shock

EARNINGS AND BENEFITS:

- number of hours/week	40-60 plus some odd hours
- average starting salary/month	$826.57
- average salary range/month	$720-970
- fringe benefits vary widely depending on employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- recent graduates have been employed by Iowa Audio Visual, Radio Shack, Audio Labs in Des Moines, TV Shops, Methodist Hospital
- within the state of Iowa there will be about 200 job openings per year for qualified electronics maintenance persons
- employment opportunities are best for those who have completed one year of technical training
- advancement usually consists of owning or managing your own business including sales as well as service
- may advance to service manager in large TV repair firms

EDUCATION AND TRAINING:

- high school diploma is required
- a one year program is basic electronics theory and repair practices is highly recommended
- may be able to master repair skills on-the-job with sufficient background in electronics

THE DMACC ELECTRONICS MAINTENANCE PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $812 total
- location: Ankeny
- starting time: September
- graduate award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- gain an understanding of basic electronics
- be able to understand and service such electronics systems as:
  consumer electronics: CB, HiFi, TV
  industrial: motor controls, servo systems, office equipment

Basic Content Areas are:
- DC & AC fundamentals
- applied electronics
- industrial motor controls
- communication receivers and transmitters
- television black & white and color
- troubleshooting techniques and practice
- for a description of the curriculum see the College Catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- submit application form to Admissions office
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the required Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM YOU:

- must be willing to abide by a rigorous attendance policy
- must be able to apply knowledge of basic electronics to laboratory situations
- be able to grasp the ideas and vocabulary of electronics

- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that are given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance
- must be willing to compete with some students who have had some training in electronics
- must be willing to spend a few hours a day on homework
- must demonstrate some ability to deal with people in a business and service relationship
- would do well to have all outside pressures and situations under control so you can concentrate on electronics in an undistracted way for one year (no outstanding money or marital problems)

Recommended Background Subjects:
- high school physics and math (algebra)
- some acquaintance with electronics either as a hobby or a strong interest

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- get in the habit of reading and studying a lot
- this is mostly a TV oriented course. Don't expect to learn very much about stereo systems
- get your basics down pat - before getting into the program if you can
- take more algebra and trig before you get into electronics and be good at it
- make sure you want to make electronic maintenance a career
- you better like working with and learning more about electronics and be good at it
- don't work full-time while you are in school
- don't let yourself get behind in studies
- take complete notes in class
- take advantage of instructors time

WHERE TO GET MORE INFORMATION:

- contact Program Chairperson for Electronics Maintenance - Tom Dunsmore, Telephone # 964-6277

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: ELECTRONIC TECHNOLOGY
PROGRAM COUNSELOR: Ed Keefe
PHONE: 964-6561 (1-800-362-2127)
DATE PREPARED: May, 1980

TO GET THE JOB, YOU SHOULD BE ABLE TO:

- think: use your head to solve electronic problems
- communicate, using the vocabulary of electronics
- work patiently and steadily with concentration
- possess high frustration tolerance when trouble shooting
- see well and detect differences in color
- use your hands and fingers to manipulate both large and very small parts
- lift moderately heavy equipment (25-50 kg)
- stoop, reach, crawl, climb
- talk about and demonstrate your electronics skill and knowledge

ON THE JOB, YOU

- trouble shoot and repair such equipment as computers, microprocessors, industrial controls, microwave communication transmitters and receivers, and electronic test equipment
- trace electrical circuits using schematic diagrams
- use such tools as oscilloscopes, volt-ohmmeters, frequency counters, signal generators, etc.
- use hand tools to replace defective parts
- maintain records of all tests, repairs, and replacements
- may travel as a field engineer to trouble shoot computers
- speak with customers about the operations and programming of computers and microprocessors
- may be involved in the maintenance of industrial and medical electronics equipment
- may be involved with installing and modifying electronics sound and music equipment

THINGS TO THINK ABOUT:

- electronics, especially microcomputer technology, is a rapidly developing field
- must constantly retrain because of drastic, rapid changes in the industry
- you sould be an analytical, methodical thinker
- you must know what you are doing. Mistakes can cause injury and destroy expensive equipment

EARNINGS AND BENEFITS:

- number of hours/week	40-60
- average starting salary/month	$1095
- average salary range/year	$11,150-16,800
- fringe benefits vary widely depending on employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- recent graduates have been employed by Digital Corp., IBM, Honeywell, PIAI, U.S. Postal Service, Iowa Public Service, Collins Radio, King Radio, Johnson Controls, Western Geophysical
- within the State of Iowa, there will be an average of 200 new positions available each year for qualified Electronic Technicians
- Electronic Tech at DMACC has a nationwide reputation. Company recruiters come to campus each year looking for electronic technicians
- opportunities for advancement are best for those who have completed the two-year course of study
- with additional training you may be promoted to research specialist or assistant to a test engineer

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- you must also have traning in electronics at the college level: two years training is highly recommended for most entry-level jobs in electronics technology

THE DMACC ELECTRONIC TECHNOLOGY PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $1797.50 total
- location: Ankeny
- starting time: September
- graduation award: Associate in Applied Science (A.A.S.) degree or Associate in Arts (A.A) degree available with additional course work

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- learn basic electronics
- understand the theory and use of test equipment to design, maintain and troubleshoot electronic systems such as: computer microprocessor, communication and radar, industrial and servo-mechanical

Basic Content Areas are:
- technical math
- DC & AC fundamentsal
- transistors & solid state analysis
- communication circuit analysis
- digital circuits
- industrial electronics
- instruments and measurements
- physics
- drafting
- teach report writing
- for a description of the curriculum see the College Catalog or the Admissions Information Sheet

ADMISSION REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions Office
- one year of high school algebra is required
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be willing to abide by a rigorous attendance policy
- must be able to apply knowledge to laboratory situations
- be able to grasp ideas in the vocabulary of electronics
- must be able to solve mathematical problems involving advanced algebra and trigonometry
- must be willing to compete with some students who have had electronics as a hobby or profession
- must not be intimidated by expensive and elaborate electronic equipment
- must be willing to spend several hours a day on homework
- must be willing to purchase and learn to use a hand held scientific type computer (approximately $70-150)
- must be able to think logically and creatively in order to trouble shoot and repair defective equipment
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended and Required* Bakcground Subjects:
- one year high school algebra* with a C or better grade
- two years high school algebra
- physics
- some acquaintance with basic electronics

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- get ready for a tough course
- be prepared to bear down and study. This isn't high school
- be sure this is what you want to do then decide that you are going to spend the lion's share of your time getting there
- start reading electronics magazines
- make sure you are good in math

WHERE TO GET MORE INFORMATION:

- contact Program Chairperson
  Electronic Technology Department
  Tom Dunsmore - 964-6277

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: ENGINE OVERHAUL & TUNE-UP
PROGRAM COUNSELOR: Tony Steinhauser
PHONE: 964-6561 (1-800-362-2127)
DATE PREPARED: May 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- talk about and demonstrate your mechanical skills and knowledge
- read, understand and follow instructions
- see details in objects and drawings
- do simple arithmetic problems
- work with all kinds of people
- work well with your hands
- see and hear well
- lift and carry objects weighing up to 60 pounds
- work in uncomfortable positions, sometimes with your hands above your head

ON THE JOB, YOU:

- do a complete tune-up on automobiles
- test and rebuild electrical units such as: starters, alternators, and distributors
- clean, rebuild and adjust carburetors
- diagnose and repair electrical problems in wiring, lights, turn signals, etc.
- diagnose, test and rebuild valve trains and cylinder heads
- diagnose, test and rebuild engines, including complete engine overhaul and replacement

THINGS TO THINK ABOUT:

- work is usually done indoors
- shops are well-lighted, heated, and ventilated
- you have year-round job security
- you work with dirty, greasy parts
- you must lift heavy objects
- you often get minor cuts and burns
- advancement is limited in this field

EARNINGS AND BENEFITS:

- number of hours/week	40-48
- average starting wage/hour	$4.50
- average salary range/month	$616-1372
- fringe benefits generally good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- you may work in independent repair shops, service departments of new & used car dealers, & gasoline service stations
- the demand is increasing for specialists due to imported and more complex automobiles
- you may advance to supervisor, service manager, or factory service representative
- you may open a repair shop of your own
- a steady demand for automobile mechanics is expected through the mid-1980's, according to the U.S. Department of Labor

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- training in vocational schools or community colleges is highly recommended
- apprenticeship training lasts three to four years and gives training in nearly all phases of automobile repair
- on-the-job experience is important

THE DMACC ENGINE OVERHAUL AND TUNE-UP PROGRAM:

- length: 3 quarters, 6 hours daily
- approximate educational costs: $947.50
- location: Ankeny
- starting times: September, December, March, June

THE DMACC ENGINE OVERHAUL AND TUNE-UP PROGRAM cont.:

- graduation award: diploma
- NOTE: The Engine Overhaul and Tune-up program is one of 3 options available within the complete 7 quarter Auto Mechanics program. For information regarding the complete 7 quarter program, please request the additional Program Information Brief from the Admissions office, or call the program counselor.

PURPOSES AND CONTENT OF THE PROGRAM:

Students will:
- learn to demonstrate safe and effective mechanical skills according to designated course objectives
- be able to read and interpret automotive service manuals, bulletins and parts manuals pertaining to engines, carburetion and electrical systems
- learn to establish effective interpersonal relationships and be able to communicate with customers, managers and co-workers in the automotive service field
- be able to diagnose engine problems and tune-up symptoms
- be able to properly overhaul, repair and service engines and tune-up systems (electrical, carburetion and emission controls)
- develop awareness of the need to continue with a personal and professional growth plan

Basic Contnet Areas:
- basic electricity
- electrical components
- carburetion & fuel systems
- precision measurement
- four stroke cycle engines
- engine overhaul procedures
- valve trains operation & rebuilding
- for a description ot the curriculum see the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to use your hands to do work quickly with a high degree of accuracy
- must be able to use hand tools and interpret readings from meters and gauges
- must be able to apply things learned from books and manuals to use in the shop
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- if you need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- math
- English
- science
- chemistry
- auto mechanics

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- the Engine Overhaul and Tune-up program is a new program and there have been no graduates

WHERE TO GET MORE INFORMATION:

- for additional information, contact automobile dealerships in your area

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: FASHION MERCHANDISING
PROGRAM COUNSELOR: Larry Clauson
PHONE: 964-6442 (1-800-362-2127)
DATE PREPARED: May, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- be pleasant and diplomatic with people at all times
- accept responsibility and show initiative in your work
- stand and walk most of the working day
- work long hours
- show self-control
- appear net and well-groomed at all times
- talk about and demonstrate your fashion merchandising skills and knowledge

ON THE JOB, YOU:

- must present a very good image for a store through your personal grooming and good communications with the staff and the public
- assist people in the coordination and selection of merchandise
- must have a thorough knowledge of the merchandise you are selling or working with
- would operate the cash register
- plan and assemble displays
- stock merchandise, take mark-downs and mark-ups
- work with the buyer and supervisors
- make a profit for the store
- must know all the buying and merchandise procedures
- may be supervising others

THINGS TO THINK ABOUT:

- your creative thinking can be applied
- there is much variety in your job
- the working hours may be long and irregular
- you may work nights, week-ends and holidays
- you may have to work under pressure
- beginnings wages and salaries are low
- this career requires self motivation & confidence

BENEFITS AND EARNINGS:

- number of hours/week 40-48
- average starting salary/year $8000
- average salary range/year $6500-12,000

Benefits generally good depending on employer, extra benefits may include:

- retirement program
- profit sharing
- employee discount
- bonus and/or commissions

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- most jobs are entry level with low salaries, however, advancement is good either in management or merchandising levels
- employment outlook for this field is good
- there are many opportunities in this field in supervising and management positions
- some of the jobs which past graduates have are:
  - small store manager
  - assistant manager
  - department manager
  - bridal counsultant
  - sales (selling)
  - assistant buyer
  - door to door salesperson
  - merchandise display person
- other jobs which you would be prepared for:
  - advertising
  - fashion coordinator
  - wholesaling
  - manufacturers representative
  - marketing
  - customer service
  - inventory control

EDUCATION AND TRAINING:

- a high school education or its equivalent is highly recommended
- experience in retail sales is helpful but not essential
- as a student enrolled in the program, you would have one year of experience on-the-job upon graduation - this is a requirement of the program

THE DMACC FASION MERCHANDISING PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational costs: $1618.50 total
- location: Ankeny campus
- starting time: September
- graduation award: Associate in Applied Science (A.A.S.)

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- prepare for a mid-management position in the field of retailing
- learn the retailing business through the management courses
- establish a professional attitude and good business ethics
- become more aware of fashion in all aspects of retailing
- gain 1 years experience in retailing through the business internship (on-the-job training)
- develop good public relations
- go on field trips to relate in class information

Basic Content Areas are:
- fashion
- management
- business
- supervision
- sales
- product analysis
- for a description of the courses see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must attend class regularly and study
- must be able to deal with and communicte well with people
- must understand that you will probably start out with low wages, but that the opportunity for advancement and a good salary can be attained
- should participate in the club activities
- must have self discipline and the ability to take initiative
- should be aware of what Low - Middle - High scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- if you need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- business math
- economics
- accounting/bookkeeping
- typing
- general business

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- develop good study habits
- come to orientation
- merchandising is hard work and fashion gives you special training in the clothing retail business
- business orientated - even though it is clothes centered this program helps in any retailing area
- don't rely on the money which you get during your on-the-job training to pay for your expenses
- have a drivers license and a dependable vehicle to drive as the majority of students are employed in Des Moines
- don't rely on anyone but yourself
- take all courses in sequence (refer to curriculum in catalog)
- communicate to your family about the program and what you are doing

WHERE TO GET MORE INFORMATION:

- Managers, Supervisors, Buyers, etc. at a retail store

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: FIRE SCIENCE
PROGRAM COUNSELOR: Ken Clark
PHONE: 964-6468 (1-800-362-2127
DATE PREPARED: August 1978

TO GET THE JOB YOU SHOULD BE ABLE TO:

- accept accountability for one's own actions
- take responsibility for directing less skilled workers in technical areas
- see and hear well and have good physical coordination
- have good physical health and emotional stability
- talk about and demonstrate fire safety skills and knowledge

ON THE JOB, YOU:

- travel away from home to location of fires
- accept orders from superiors and follow chain-of-command procedures
- will work with members of a medical rescue unit
- will be involved in safety education programs for clients of insurance companies
- advise fire fighters on how to fight different types of fires
- help install and advise customers on the use of new equipment
- help conduct investigations to determine the causes of fires
- help set rates for fire insurance companies
- cooperate with local fire departments in investigations

THINGS TO THINK ABOUT:

- employment by fire departments is on the basis of competitive written exams
- work hours may involve nights and weekends
- working conditions often hazardous, smoky and hot
- work will be important and meaningful because of the concern for safety of lives and property

EARNINGS AND BENEFITS:

- number of hours/week: 40(in Insurance and Private Industry); 54(in Fire Department)
- average starting salary/month: $800
- average salary range/month: $800 - 900
- fringe benefits generally good but vary according to employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- employment with fire departments on the basis of competitive exams
- employment with private industry or insurance is on the basis of education or experience
- advancement with fire departments on the basis of number of years and written exams
- advancement with insurance companies is much the same as for other employers based on individual skills and knowledge

EDUCATION AND TRAINING:

- high school education (or its equivalent) is required
- a minimum of a two-year associate degree recommended for advancement

THE DMACC ASSOCIATE DEGREE FIRE SCIENCE PROGRAM:

- length: 7 quarters full-time enrollment (longer if enrolled part-time)
- approximate educational cost: $240 per quarter (part-time: $15 per credit hour plus books and fees)
- starting times: September, December, March, June
- graduation award: Associate in Arts (A.A.) degree

PURPOSES AND CONTENT OF THE PROGRAM:

The student will:
- learn fire fighting theory and techniques of fire safety
- develop background for safety and investigative work in industry
- develop entry-level skills for state employment opportunities

Basic Content Areas are:
- arts and sciences core requirements
- specialized fire science component courses
- for a description of the curriculum see the college catalog or the Admissions Information Sheet; or contact Fire Service Extension at Iowa State University

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- before first enrollment, complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be organized and be able to do detailed work
- must have necessary physical and emotional stamina to meet demands of a rigorous program
- must learn to communicate easily
- need a strong background in math and science classes
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests: Writing: 97 - 102 - 107, Reading: 17 - 21 - 24

Recommended Background Subjects:

- survey of physical science
- chemistry
- sociology
- first aid
- speech
- algebra
- psychology
- English comp

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- take many examinations for firefighters to become test wise
- be sure to have your "family" prepared for your going to school
- plan finances in advance

WHERE TO GET MORE INFORMATION:

- Director of Math/Science/Engineering
  Des Moines Area Community College
  2006 S. Ankeny Blvd.
  Ankeny, Iowa 50021

- Fire Service Extension
  Engineering Extension
  Iowa State University
  Ames, Iowa 50010

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: FRONT END ALIGNMENT & BRAKES
PROGRAM COUNSELOR: Tony Steinhauser
PHONE: 964-6561 (1-800-362-2127)
DATE PREPARED: May 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- talk about and demonstrate your mechanical skills and knowledge
- read, understand and follow instructions
- see details in objects and drawings
- do simple arithmetic problems
- work with all kinds of people
- work well with your hands
- see and hear well
- lift and carry objects weighing up to 60 pounds
- work in uncomfortable positions, sometimes with your hands above your head

ON THE JOB, YOU:

- do a complete brake overhaul including the hydraulic system, drum and rotor machining, and other components of the braking system
- will be able to diagnose and complete repairs
- do chassis repair and rebuilding including steering gear control arm and bushing replacement, spring replacement, frame and tracking checks
- do complete alignments including caster, camber, toe in, correction on domestic cars
- diagnose and repair cruise control, windshield wipers and washers, etc.

THINGS TO THINK ABOUT:

- work is usually done indoors
- shops are well-lighted, heated, and ventilated
- you have year-round job security
- you work with dirty, greasy parts
- you must lift heavy objects
- you often get minor cuts and burns
- advancement is limited in this field

EARNINGS AND BENEFITS:

- number of hours/week 40-48
- average starting wage/hour $4.50
- average salary range/month $616-1372
- fringe benefits generally good but vary according to employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- you may work in independent repair shops, service departments of new and used car dealers, and gasoline service stations
- the demand is increasing for specialists due to imported and more complex automobiles
- you may advance to supervisor, service manager, or factory service representative
- you may open a repair shop of your own
- a steady demand for automobile mechanics is expected through the mid-1980's, according to the U.S.Department of Labor

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- training in vocational schools or community colleges is highly recommended
- apprenticeship training lasts three to four years and gives training in nearly all phases of automobile repair
- on-the-job experience is important

THE DMACC FRONT END ALIGNMENT & BRAKES PROGRAM:

- length: 2 quarters, 6 hours daily
- approximate educational cost: $740
- location: Ankeny
- starting times: September,December,March,June
- graduation award: diploma

THE DMACC FRONT END ALIGNMENT & BRAKES PROGRAM cont.:

- NOTE: The Front End Alignment and Brakes program is one of 3 options available within the complete 7 quarter Auto Mechanics program. For information regarding the complete 7 quarter program, please request the additional Program Information Brief from the Admissions office, or call the program counselor

PURPOSES AND CONTENT OF THE PROGRAM:

Students will:
- learn to demonstrate safe and effective mechanical skills according to designated course objectives
- be able to read and interpret automotive service manuals, bulletins and parts manuals pertaining to front-end alignment and brake systems
- learn to establish effective interpersonal relationships and be able to communicate with customers, managers and co-workers in the automotive service field
- develop awareness of the need to continue with a personal and professional growth plan
- be able to diagnose problems in front-end alignment and brake systems
- be able to properly repair, overhaul and service front-end problems and brake systems

Basic Content Areas:
- hydraulics
- disc & drum type brakes
- brake machining equipment
- tool usage
- front end alignment principles & angles
- alignment equipment & accessories
- tire construction
- for a description of the curriculum see the Admissions Information Sheet
- lathes
- grinders
- chassis design

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to use your hands to do work quickly with a high degree of accuracy
- must be able to use hand tools and interpret readings from meters and gauges
- must be able to apply things learned from books and manuals to use in the shop
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- if you need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- math
- English
- science
- chemistry
- auto mechanics

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- the Front End Alignment & Brake program is a new program and there have been no graduates

WHERE TO GET MORE INFORMATION:

- for additional information, contact automobile dealerships in your area

PROGRAM INFORMATION BRIEF

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: HEALTH CARE ADMINISTRATION
PROGRAM COUNSELOR: Joyce Brown
PHONE: 964-6506 (1-800-362-2127)
DATE PREPARED: September 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- direct and supervise others in their work
- know the concepts and practices of administration
- deal with all kinds of people
- solve problems and adjust to change
- work with numbers to prepare financial reports and budgets
- help people who are older and/or chronically ill or disabled
- work long hours without getting tired
- talk about and demonstrate your health care administration skills and knowledge

ON THE JOB, YOU:

- plan, organize, direct and control the operation of a health care facility
- recruit and hire professional and non-professional persons for the facility staff
- direct, supervise, and evaluate the work of the staff
- participate in developing the leading continuing training and in-service education
- supervise operation of various departments such as laundry, kitchen, maintenance, engineering and general housekeeping facilities
- participate in preparation of annual budget, annual financial report and other reports for publications
- act as public relations representative

THINGS TO THINK ABOUT:

- hours may be long and irregular
- there may be emotional pressures and strains
- authority and leadership capabilities are needed
- continued study is needed to keep up with modern medical and health care and for license renewal
- frequently work with people who have to cope with death and dying

EARNINGS AND BENEFITS:

- number of hours/week	40-50
- average starting salary/year	$12,500
- average salary range/year	$7200-24,000
- fringe benefits vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- employment possibilities include, hospitals, nursing homes, state agencies and primary initial employment in health related facilities
- health care for the aged and others is expanding rapidly
- there is a need for well-prepared health care administrators
- advancement would be to larger facilities or in the form of salary increase, depending on skills and knowledge
- a well-qualified administrator could advance to related work in a state or national organization

EDUCATION AND TRAINING:

- must be a graduate of an approved 2-year program in health care administration to qualify for the nursing home administrators licensing examination
- must be licensed by the state to become a nursing home administrator
- must be certified by the state to administer a residential care facility

THE DMACC HEALTH CARE ADMINISTRATION PROGRAM:

- length: up to 9 quarters depending on prior college work
- approximate educational cost: $239.50/quarter
- location: Ankeny and Carroll campuses
- graduation award: Associate in Arts (A.A.) degree
- starting time: September, December, March June

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- demonstrate good organizational and managerial principles and concepts relevant to the health care field
- learn to establish and maintain working relationships with residents, staff and community agencies
- develop technical knowledge necessary to give direct supervision to various department supervisors
- develop an awareness of the need for continual personal and professional growth

Basic Content Areas are:
- Arts and Sciences
- professional administration courses
- business and accounting
- practicum

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office

Prior to Registration, you:
- arrange for personal interview with the program coordinator
- arrange for insurance to cover your practicum experience (available from college)
- provide completed physical examination form
- have class schedule signed by a member of the Health Care Administration staff

TO SUCCEED IN THE PROGRAM, YOU:

- must regularly attend scheduled program activities and seminars
- must be able to function successfully using the administrative theory and practice models presented in the academic courses
- must have physical and emotional stamina to meet the rigorous demands of the program
- must have self-discipline and ability to initiate and maintain a leadership role
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that are given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance
- must have strong, independent study habits

Recommended Background Subjects:

- sociology	- Latin	- psychology
- English	- biology	- business courses
- business math	- speech	- accounting

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- be sure to keep in regular contact with your program head and/or counselor as you progress through the program
- plan carefully for course work, especially those courses offered only once a year
- be sure you are aware of what the job will be like - go out and visit some administrators before you go too far into the program

WHERE TO GET MORE INFORMATION:

- Richard Lintner, Program Chairperson
  Health Care Administration Program
  Des Moines Area Community College
  Ankeny, Iowa 50021
  Telephone 964-6523

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: HEAVY EQUIPMENT TECHNOLOGY
PROGRAM COUNSELOR: Dale Wagner
PHONE: 964-6448 (1-800-362-2127)
DATE PREPARED: May, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- talk about and demonstrate your mechanical skills and knowledge
- operate heavy equipment
- work with other people
- work well with your fingers and hands
- see and hear well
- do manual work that requires normal strength
- lift and carry objects weighing up to 60 pounds

ON THE JOB, YOU:

- repair diesel engines that power transportation equipment, construction equipment and cranes
- must make a complete check and test of engine parts to find the trouble before making repairs on an engine
- repair or replace the parts needed to put the engine in proper working condition
- inspect, test and adjust engines, helping to prevent trouble for operators of diesel equipment
- might repair truck and heavy equipment most often
- are trained for making all kinds of repairs to diesel machinery
- may specialize in rebuilding engines or repairing fuel-injection systems
- use machine tools to make replacement parts for diesel-powered equipment
- must know how to use a power hoist and other equipment for lifting and moving heavy diesel equipment and parts

THINGS TO THINK ABOUT:

- handicapped people can do benchwork as assembly and repairs
- large shops are well-equipped, heated and ventilated

- you have year-round security
- work must sometimes be done in a cramped position
- long hours and some weekend work may be necessary
- you must work with greasy tools and engine parts

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting wage/hour	$7.00
- average salary range/year	$10,920-19,000
- fringe benefits generally good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- a steady demand for diesel mechanics is expected through the mid-1980's, according to the U.S. Department of Labor
- a wider use of diesel-powered equipment and promotions of experienced people will create job openings
- there are jobs for diesel mechanics in wholesale and retail selling of diesel equipment
- companies that repair and keep up their own diesel-powered equipment, local and inter-city bus lines, construction companies, trucking companies, railroads, manufacturers of diesel engines and independent repair shops all hire diesel mechanics
- you may advance to master mechanic or to supervisor, open your own shop or specialize in one particular field of diesel work

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- training in vocational schools or community colleges is highly recommended
- on-the-job experience is important

THE DMACC HEAVY EQUIPMENT PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate education cost: $2186.50
- location: Ankeny
- starting time: September
- graduation award: Associate in Applied Science

PURPOSES AND CONTENT OF THE PROGRAM:

- develop the skills and attitudes to enter and advance in the field of diesel engines and heavy equipment repair
- develop skills in the use of the various tools of this trade
- develop the ability to diagnose and repair diesel engines and heavy equipment
- learn to establish effective interpersonal relationships with other technicians in the heavy equipment field
- develop the ability to make use of the knowledge that comes from books and practical experience
- develop an attitude of doing a task well in a given length of time

Basic Content Areas are:

- engines
- power trains
- fuel injection
- problem diagnosing
- heavy equipment
- air conditioning
- electricity
- hydraulics
- operation & repair
- starters & generators
- brake systems
- for a description of the curriculum see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must have coordination between mind and hands to do work quickly with a high degree of accuracy
- must have physical and emotional stamina to meet the program requirements and severe demands of industry
- must be able to write legibly
- must be able to communicate easily
- must be able to apply things learned from books and manuals to use in the shop
- must be able to use hand tools and interpret readings from meters and gauges
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- if you need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- physics
- English
- science
- speech
- math
- algebra
- geometry

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- don't get discouraged by the first quarter of classes; they get better as the course goes along
- the first few quarters require a lot of bookwork and classroom time, but the instructors are eager to help everyone to learn
- instructors give just the basics in most subjects, and the students must learn the material on their own to stay on top
- the quality of the program is one of the best in the nation
- the amount of math and science that was covered and the depth we went into them was a surprise to me

WHERE TO GET MORE INFORMATION:

Mr. Russ Borchardt
Cummins Great Plains Co.
1680 N.W. 51st Avenue
Des Moines, IA

Mr. Roy Werner
Herman Brown Co.
1st and Sheridan
Des Moines, IA

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: HOTEL AND RESTAURANT
PROGRAM COUNSELOR: Ed Keefe
PHONE: 964-6561 (1-800-362-2127)
DATE PREPARED: July, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- enjoy working with the public
- coordinate and direct the work of other employees
- have patience, tact, and a good sense of humor
- make sound decisions
- gain satisfaction from serving others
- coordinate the operations of various departments with minimum of friction among staff members
- operate hotel/restaurant as to provide best possible services and comfort
- remain pleasant, alert, and friendly throughout the day
- utilize appropriate verbal and written communications
- enjoy working with food
- perform some clerical duties
- work under stressful situations
- talk about and demonstrate your skills and knowledge

ON THE JOB, YOU:

- may perform clerical duties to include record-keeping, payroll, handling money, and taking inventory
- may supervise kitchen help and be responsible for planning food served
- maintain and improve standards of sanitations, safety, and security
- may be responsible for planning, organizing, directing, and controlling the operation of hotel/restaurant
- may hire personnel, direct, supervise, and evaluate their work
- arrange catering and other special services
- perform a variety of tasks
- work irregular hours when necessary
- are responsible for buying food and equipment
- arrange banquets and entertainment for conventions, training seminars, and workshops being held at the hotel/restaurant
- may be responsible for ordering and maintaining and inventory of liquor, mixes, and other bar supplies
- may be responsible for supervising and serving and mixing of alcoholic beverages

THINGS TO THINK ABOUT:

- free or discount meals are generally provided to you
- working with the public and pleasing customers may be very challenging and rewarding
- there are a variety of places you can work with a food service background
- you may have to work nights and/or weekends

EARNINGS AND BENEFITS:

- number of hours/week — will vary
- average starting salary/month — $725
- average salary range/month — $600-$950
- fringe benefits usually good but vary according to employer (meals usually provided)

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- the high rate of turnover in various hotel/restaurant workers makes it relatively easy to advance
- present job opportunities are plentiful and should remain so in the future
- employment opportunities are expected to grow as additional hotels and restaurants are built and chains and franchise operations spread
- you may have the opportunity to go into business for yourself
- experience in all areas of hotel/restaurant work is one important consideration for employees who desire advancements

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- serious candidates have found that 2 years of college or specialized training will increase opportunities for both employment and advancement
- four year degree in hotel or food management may be required by some large hotel/ restaurant chains

THE DMACC HOTEL/RESTAURANT MANAGEMENT PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $1,752.50 total
- location: Ankeny
- starting time: September
- graduation award: Associate in Applied Science (A.A.S.)

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn to plan, organize, direct, and control and evaluate the operations of a hotel/ restaurant
- learn to plan, prepare, and serve various types of food and beverages
- learn to establish effective communications with people of different ages and backgrounds
- understand the need for continuance of personal and professional growth
- understand hotel/restaurant administration, accounting, and economics of food service

Basic Content Areas are:

- food and nutrition
- purchasing
- cost control
- personnel supervision
- administration
- marketing
- food preparation
- accounting
- table service
- menu planning
- sanitation
- advertising
- for a description of the curriculum see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office in Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- should be able to follow written and spoken instructions
- should have or develop good study habits
- must be able to maintain effective interpersonal relationships with people
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may want to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- psychology
- bookkeeping
- speech
- math
- food preparation
- recordkeeping
- English

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- try to find a part-time job where you can work in as many areas as you can in either a hotel/restaurant
- take as many management or supervisory courses as you can, you'll need them
- be prepared to work some irregular hours

WHERE TO GET MORE INFORMATION:

National Institute for the Food Service Industry
120 South River Side Plaza
Chicago, Illinois 60606

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: HUMAN SERVICES ASSOCIATE
PROGRAM COUNSELOR: Joyce Brown
PHONE: 964-6506 (1-800-362-2127)
DATE PREPARED: July, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- communicate effectively and clearly with all types of people
- have a sincere regard for people
- be honest, direct and flexible
- be aware of yourself and others with a willingness to continue to learn about and change yourself
- be emotionally mature, objective and sensitive
- handle responsibility and work independently
- form and maintain good working relationships
- encourage social adjustment in others
- talk about and demonstrate your human services skills and knowledge

ON THE JOB, YOU:

- assess individual needs, identify the problems of individuals and families through interviews
- aid in understanding and solving problems and help secure needed services and resources
- help people to understand themselves and others better to overcome racial, cultural and sex stereotyping and prejudices
- may deal with contact persons who are significant to clients, such as employers, teachers, family and doctors
- complete varying amounts of paperwork, including reports and records on clients
- may work in emotional situations
- must observe, understand and record functional client behaviors
- conduct activities for children, adolescents and adults who are in a variety of residential settings
- function as a residential counselor and parental substitute for children and adolescents in group facilities

THINGS TO THINK ABOUT:

- effective social work does not conform to the stereotype of "fixing" other peoples lives. Rather, it is a task of firmly yet warmly facilitating a problem-solving process to enable people to cope independently
- increasing levels of bureaucracy in all public and some private areas of social work can be stifling to individuality and creativity for some people
- it can be very rewarding to help others. However, it can also be discouraging when results are not achieved as seen

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting salary/year	$9,000
- average salary range/year	$7,000-$18,000
- fringe benefits are generally good, but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- state and county departments of social services
- private welfare and Iowa Department of Social Services
- institutions
- hospitals
- rehabilitation and treatment centers and community centers

EDUCATION AND TRAINING:

- entrance positions at all levels of education
- initial education and continuing education are necessary for advancement

THE DMACC HUMAN SERVICES ASSOCIATE PROGRAM:

- areas of concentration: chemical dependency counseling, community mental health, social services
- length: 6 quarters, 16 credits/quarter
- available on a part-time basis, most of the program can be taken at night
- approximate educational cost: $273/quarter
- locations: Ankeny, Urban, Boone and Woodward
- starting times: September, December, March & June
- graduation award: Associate of Arts degree (A.A.)

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn to understand sociological and psychological aspects of human behavior
- learn to establish functional working relationships with clients and staff
- learn to utilize theoretical understanding of human behavior for the effective assessment of client and staff
- learn to assist clients in obtaining resources necessary for meeting their needs
- understand the need for continual personal and professional self development
- for a description of the curriculum see the College Catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application for admission
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office at Ankeny for Ankeny or Urban enrollment or to Boone for Boone enrollment
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- need a high level of reading and comprehension skills
- need to be able to express yourself orally and in writing
- need to be able to form good interpersonal relationships
- must be able to apply theories of social and behavioral science in relating to people
- must be able to recognize needs and formulate solutions for those needs
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- psychology
- sociology
- English
- government

ADVICE FROM STUDENTS:

- develop good writing skills as soon as possible
- learn to deal with your own personal problems
- learn how to feel open and secure when communicating with different types of people
- be aware of your financial needs before starting school
- make sound decisions about why you are going into human services before you start the program

WHERE TO GET MORE INFORMATION:

- Roslea Johnson, Program Chairperson
  Human Services Program
  Des Moines Area Community College
  Telephone: 964-6461
  Toll free (1-800-362-2132)
- talk with human services worker you know

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: INDUSTRIAL MANAGEMENT & MARKETING
PROGRAM COUNSELOR: Larry Clauson
PHONE: 964-6442 (1-800-362-2127)
DATE PREPARED: May, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- talk about and demonstrate your management and marketing skills and knowledge
- relate well to a variety of persons of different age groups & varying educational backgrounds
- communicate effectively with others
- work with less supervision than most other employees
- take the initiative to see that tasks are accomplished
- use math skills accurately
- accept responsibility
- meet new people

ON THE JOB, YOU:

- manage an industrial parts wholesale operation
- sell products or services to clients as an outside salesperson
- supervise production operations for an industrial manufacturer
- purchase products for resale or incorporation into the manufacture of other products
- supervise counter salespersons
- deal in selling over-the-counter in wholesale operations

THINGS TO THINK ABOUT:

- in a sales position the hours may be quite flexible, supervision is minimal, necessitating individual initiative and self-direction
- selling can require a great deal of travel
- incentives exist for increasing one's income in sales positions
- management skills developed in this program as transferable to a wide variety of jobs
- a positive attitude is extremely essential for success
- detailed paper work may be a part of your responsibility on the job
- you can deal with products or services in an area of your choice
- you may have an opportunity to plan and organize your own work schedule

EARNINGS AND BENEFITS:

- number of hours/week	40-45
- average starting salary/month	$950
- average salary range/year (salary figures do not include monthly or year end bonuses, commissions or incentives)	$9600-15,600

Benefits generally good, extra benefits may include:
- car & travel expenses
- commissions & profit sharing
- retirement program
- bonuses

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- a recent U.S. Government Conference Board study stated that 25.2% of all job openings between now and 1985 will be in marketing
- could work in positions as manufactuer's representative, purchasing agents, wholesalers salespeople, owners of their own distribution business, traffic and transportation managers, and manufacturing and distribution managers
- production supervision, customers service, parts and inventory management, purchasing
- advanced management positions available to those who demonstrate strong individual skills & knowledge

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is highly recommended
- training beyond high school is highly recommended
- continuous training on the job and self-study is strongly encouraged by employers

THE DMACC INDUSTRIAL MANAGEMENT & MARKETING PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $1715.50 total - see the program cost sheet for more specific cost information
- location: Ankeny Campus
- starting times: September, December, March, June
- graduation award: Associate of Applied Science (A.A.S.) or Associate of Arts (A.A.) with additional arts and science hours of credit

PURPOSES AND CONTENT OF THE PROGRAM:

Students will:

- learn to represent an industrial organization through sales and service of product lines
- learn how to purchase products or services for production or resale to other organizations
- learn to manage production operations, wholesale establishments, or sales territories

Basic Content Areas are:

- purchasing, selling, advertising, marketing, manufacturing processes, industrial organization, management, supervision, accounting, data processing, human relations

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- your high school and any previous official college transcripts must be sent to the Admissions Office
- complete the planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to work well with people of varying backgrounds
- must enjoy helping solve the problems of others
- must be able to follow through on details
- must be able to analyze the product needs that people have
- must manage your own time
- must evaluate how effectively you are working
- must keep up-to-date information on products and services offered by your organization
- should be aware of what Low - Middle - High scores are for diagnostic tests that will be given t the Planning for College Success Workshop
- if you need to strengthen your academic skills before entering the program contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- business	- economics	- speech
- psychology	- bookkeeping	- marketing
- algebra	- selling	- industrial arts

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- I didn't know it would qualify me for so many different jobs, it really covers a wide variety of jobs
- if you have problems, ask for help from instructors
- visit areas of possible employment
- take a good hard look at your skills and abilities of things you like to do
- should have an appreciation for detail work

WHERE TO GET MORE INFORMATION:

- program coordinator or instructor
- suggestions of people in the field to talk to

PROGRAM INFORMATION BRIEF
Des Moines Area Community College
2006 South Ankeny Blvd.
Ankeny, Iowa 50021

TO GET THE JOB YOU SHOULD BE ABLE TO:

-make decisions
-communicate and develop a rapport with many types of people
-understand the insurance function
-work quickly and accurately
-work without close supervision
-talk about and demonstrate your insurance skills and knowledge

ON THE JOB, YOU:

-settle and handle claims
-investigate losses
-make safety and underwriting inspections
-write applications for policies for the people who have decided to purchase insurance from you
-keep informed about new developments in your product through company sponsored in-service training sessions
-determine what is covered by a person's insurance policy
-deal with people
-work away from your office and be 'on your own' most of the time
-select risks your company will insure

THINGS TO THINK ABOUT:

-work on your own schedule
-you may be 'on call' 24 hours a day
-travel may be involved
-work can be routine
-management positions require continued education such as professional designation of IIA, CPCU, or LOMA
-may be making many decisions

EDUCATIONAL PROGRAM: INSURANCE
PROGRAM COUNSELOR: Larry Clauson
PHONE: 964-6442 (1-800-362-2127)
DATE PREPARED: August 1979

-in sales positions, you have the opportunity to meet a lot of people
-may work evening and weekends
-will deal with people in various dispositions

EARNINGS AND BENEFITS

-number of hours/week 37-45
-average starting salary/month $1000
-average salary range/year (trainee) $11,200-13,200
-fringe benefits generally good by vary according to employer
-extra benefits may include profit sharing - tuition - company care

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

-there has recently been an increase in the amount of insurance being sold and in claims filed. This will have a favorable effect of steady demand on opportunities in the insurance field according to the U.S. Department of Labor
-you may advance to a managerial job, such as department manager, branch office manager, or be an independent adjustor and specialize in one kind of insurance
-insurance sales agents who demonstrate superior leadership and sales ability may be promoted to management positions in a unit or agency. They may also advance to district or home office positions
-staff/trainee positions in all areas of insurance, adjusting, underwriting, office clerical, investigating, and sales
-the Des Moines area is one of heavy demand
-advancement usually from within
- positions in the following areas: claims adjustors, loss control representatives, underwriters, raters, policy holder service, safety engineer, sales

EDUCATION AND TRAINING:

-high school graduation or equivalent generally required
-most companies prefer some college experience
-candidates must often pass aptitude, intelligence, and personality tests - tech. skills
-courses in insurance, business administration, and economics are very helpful
-most companies provide on-the-job training and training programs

THE DMACC INSURANCE PROGRAM:

-length: 7 quarters, 6 hours daily
-approximate educational cost: $1569.50 total
-location: Ankeny
-starting time: September, December, March, June
-graduation award: Associate in Applied Science (AAS) or Associate in Arts (AA) with extra hours of credit

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
-demonstrate knowledge of various insurance positions
-learn and demonstrate accuracy in calculations and reporting information to policy holders
-learn to establish effective interpersonal relationships with policy holders or co-workers
-learn and demonstrate skills on various office machines
-become aware of the need for continuance of personal and professional growth
-demonstrate knowledge of policy basics
-be qualified to fill trainee positions

Basic Content Areas are:
-principles of life insurance
-property insurance
-underwriting
-commerical lines insurance
-casualty insurance
-adjusting
-life & health insurance
-for a description of the curriculum see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

-complete the application form and forward to the Admissions Office at Ankeny for Ankeny enrollment or to the Admissions Office at Boone for Boone or Carroll enrollment
-your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions Office
-complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

-must be able to perform activities in an organized and detailed manner
-must be able to apply knowledge from the business and insurance studies
-must have self-discipline and ability to take initiative in identifying learning needs
-must be able to communicate easily
-should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that are given at the Planning for College Success Workshops
-may want to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
-business math -English -speech -typing

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

-the program is helpful to learn all career opportunities available in insurance
-be prepared to take on responsibility
-be prepared to start in trainee position
-be sure you like meeting and working with people of different dispositions

WHERE TO GET MORE INFORMATION:

Iowa Insurance Department
Lucas State Office Building
Des Moines, IA 50319

Insurance Information Inst.
110 William Street
New York, NY 10038

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: JOB SHOP MACHINIST
PROGRAM COUNSELOR: Linda Houts
PHONE: 964-6586 (1-800-362-2127)
DATE PREPARED: August 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- read blueprints and layouts
- organize your work, planning each step of a job from beginning to end
- read the fine scales in many measuring instruments
- work with vigor and strength and keep alert especially when the machines are in operation
- make precise movements of your hands and fingers
- use your eyes on close work for long periods of time
- lift 25-50 pounds
- keep a steady hand
- stand on your feet for long periods of time
- talk about and demonstrate your machinist skills and knowledge

ON THE JOB, YOU:

- operate machine tools such as lathes, grinding machines, drilling and boring machines, milling machines, shapers, broachers, and planers which cut or shape metal to set sizes or patterns
- read technical drawings and blueprints and follow their exact measurements and specifications
- use micrometers and other precision-measuring instruments to check the correctness of the work to a .0001 of an inch
- may produce parts for motors, farm machinery, typewriters, and other products made of many metal parts

THINGS TO THINK ABOUT:

- work is done in fairly clean and well-lighted surroundings
- the work can be physically tiring
- the work is interesting because of the variety of jobs done each day
- work must be done standing up
- you may have to work an undesirable shift such as nights or weekends
- there is danger of accidents due to the high powered fast-moving machinery parts

EARNINGS AND BENEFITS:

- number of hours/week 40
- average starting salary/hour $6.50
- average salary range/month $1040-1266
- benefits generally good but vary with employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- employment of machinist depends on the industry in which they work. Generally, opportunities for machinists are good, according to the U. S. Department of Labor
- nearly every type of industrial plant or manufacturing company depends heavily upon the machinist for manufacturing and maintenance needs
- the industries are expected to use a greater amount of complex machinery and equipment
- the worker in this trade faces a great challenge and unlimited opportunities in the years that lie ahead
- a machinist can advance to supervisor
- a machinist can advance to a tool and die instrument taker with additional training

EDUCATION AND TRAINING:

- a person should be 18 years old in Iowa to work in a machine shop, varying with the employer
- a high school diploma or equivalent is highly recommended
- vocational school training and/or an apprenticeship is highly recommended
- apprenticeship training usually lasts four years. Transferring DMACC training to an apprenticeship program depends on the employer

THE DMACC JOB SHOP PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $1252 total
- location: Ankeny
- starting times: September, March
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn to set up and operate such machines as drill, lathe, mill, shaper, surface grinder, saw and heat treat equipment
- learn to build parts from drawings
- learn to apply math to various set ups and operations on the above machines
- learn to produce piece parts quickly and accurately according to industrial standards
- build on shop training in using imagination and creativity on the various machine set ups and operations
- learn to produce piece parts with accuracy of .0001 of an inch or less

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny or Boone
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office at Ankeny or Boone
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to apply classroom knowledge to shop projects
- must be able to work independently and take initiative in solving learning problems
- must be able to use your intelligence and imagination in shop and classroom learning
- must be able to plan and organize shop work for efficient use of time
- must be able to work well with your fingers and keep a steady hand
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance
- should have or develop good study habits
- should maintain a 1.5 grade point average

Recommended Background Subjects:

- general math
- algebra
- mechanical drawing
- geometry
- trigonometry

ADVICE FROM STUDENTS:

- this program requires alot of thinking and imagination on your part. Not everything is laid out in the book before you
- should take general math and algebra before starting the program
- be aware of the educational and financial assistance on campus
- know the cost of the program and what it costs to live

WHERE TO GET MORE INFORMATION:

- International Association of Machinist and Aerospace Workers
  1300 Connecticut Avenue NW
  Washington, DC 20036

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: LABOR STUDIES
PROGRAM COUNSELOR: Marilyn Burdick
PHONE: (515) 244-4226
DATE PREPARED: February 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- participate effectively in labor and management organizational activities
- negotiate and administer agreements
- deal effectively with all types of people
- present issues to government agencies and arbitrators
- act as a public relations person with the community
- communicate effectively in speaking and writing
- make decisions
- think on your feet
- read and understand legal and technical documents

ON THE JOB, YOU:

- may work in a labor organization, arguing grievance cases before an arbitrator
- may help settle disputes in carrying out labor contracts
- take part in collective bargaining
- work for a government agency that deals with fair labor practices
- plan and carry out programs of retirement counseling

THINGS TO THINK ABOUT:

- on the job you may have to deal with people who are angry and hostile
- you may have to present arguments in a forceful style
- you should be up on current events
- most people who enroll in the Labor Studies program already have jobs in the field
- you may be either pro-labor or pro-management

EARNINGS AND BENEFITS:

- varies widely with the position and agency for which you work

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- with the Iowa law for public employees collective bargaining, employment in this field will expand in the next several years with the growth of labor unions
- entry into the field is usually made through labor unions or be working for government or community agencies
- advancement often results in moving into the area of administration or management
- you may also choose to become an arbitrator
- you may pursue advanced studies and choose to teach at the college level

EDUCATION AND TRAINING:

- high school graduation or equivalent required
- two years of college study in the field is highly recommended
- from years of college study in the field is available at some colleges and universities

THE DMACC LABOR STUDIES PROGRAM:

- length: 7 quarters, 16 credits/quarter
- approximate educational cost: $240/quarter
- location: Ankeny, Urban campuses
- starting times: September, December, March, June
- graduation award: Associate in Arts degree

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- understand the history of the labor movement in U.S.
- be familiar with legislation pertaining to labor
- have the chance to complete all the core course requirements for an Associate in Arts degree
- have the opportunity to transfer to a four-year college or university in Labor Studies or Industrial Relations
- be able to meet educational requirements for upgrading their job

Basic Content Areas are:
- Arts & Sciences course
- History of Labor Movement
- Labor Law
- Union Administration
- Public Speaking
- for a complete description of the curriculum, see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office in Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- prior to first quarter enrollment, attend the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must analyze problems quickly
- think on your feet
- be able to read and understand legal writing
- must be committed to one side or the other
- must be able to delay satisfaction - you may never see the outcome of your efforts
- must be able to see the "big picture" in any dispute
- must be able to understand and relate well to all types of people
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests: Writing: 97 - 102 - 107, Reading: 17 - 21 - 24
- may need to strengthen your academic skills before entering the program; contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- accounting
- business law
- psychology
- economics
- american government
- speech

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- because Labor Studies is a new program this year there have been no graduates

WHERE TO GET MORE INFORMATION:

- Dutch Kleywegt, Program Chairperson
  Labor Studies Department
  Des Moines Area Community College, Urban Campus
  5th & College
  Des Moines, Iowa

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: LAW ENFORCEMENT
PROGRAM COUNSELOR: Mardelle Abram
PHONE: 964-6294 (1-800-362-2127)
DATE PREPARED: April, 1980

TO GET THE JOBS YOU SHOULD BE ABLE TO:

- get along well with people
- meet the public
- be in good physical health
- see and hear well
- be emotionally stable
- cope with unpleasant situations
- withstand pressure
- cope with death
- deal with emergency situations (accidents)
- carry a firearm
- talk about and demonstrate your law enforcement skills and knowledge

ON THE JOB, YOU:

- will work with others in a team effort
- handle unpleasant situations
- work accident and homicide scenes
- patrol businesses and residentual areas in care and on foot
- perform community services
- work a variety of shifts
- should be prepared to work in all types of weather
- should be concerned with appearance and accuracy of work

THINGS TO THINK ABOUT:

- you will deal with people from various backgrounds
- you will work nights, weekends, and holidays
- you will be in dangerous situations
- you can have positive effect on community relations
- you do work that is important and fulfilling
- you will be both criticized and praised by the people
- you often have a second job for financial security
- you must be able to maintain confidentiality
- you must be able to exercise control over your emotions

EARNINGS AND BENEFITS:

- number of hours/week 45
- average starting salary/year $12,200
- average salary range/year $9,600-16,000
- fringe benefits vary according to employer

EMPLOYMENT AND ADVANCEMENT:

- may work for City, County, State, and Federal Government or private agencies
- a steady demand for law enforcement persons
- may work part-time in business/hospital as off-duty police officer
- advancement through department based on individual skills

EDUCATION AND TRAINING:

- high school diploma or equivalent required
- Law Enforcement Academy required
- college is preferred and required by some agencies
- may be required to pass Civil Service exam
- may get credit for prior military classes

THE DMACC LAW ENFORCEMENT PROGRAM:

- length: 6 quarters, 16 credits/quarter
- approximate education cost: $310.00/quarter
- starting time: September, December, March, June
- location: Ankeny, Boone & Carroll
- graudation award: Associate in Arts degree (A.A)

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn effective interpersonal relationships with community
- learn and demonstrate safe and effective law enforcement duties
- develop awareness of the need for continual personal and professional growth
- increase knowledge of law and evidence
- learn general evidence collection (finger-printing, etc.)

Basic Content Areas are:

- law enforcement theory
- criminology
- legal procedures and concepts
- for a description of the cirriculum, see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny for Ankeny enrollement or Boone for Boone enrollment
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- prior to first quarter enrollment, complete the Planning for College Success workshop

TO SUCCEED IN THE PROGRAM, YOU:

- should be able to perform activities in an organized and detailed manner
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- should be able to communicate easily
- should understand theories of law enforcement
- must maintain 2.0 GPA to graduate
- may need to strength your academic skills before entering the program, contact your program counselor for individual follow-up assistance
- should have or develop good study habits

RECOMMENDED BACKGROUND SUBJECTS:

- speech
- general math
- sociology
- psychology

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- if you work full-time, don't be a full-time student
- take lighter load if classes are Arts & Sciences courses
- be careful when scheduleing classes (check on those classes offered only once a year)
- be sure you know the total scope of the program

WHERE TO GET MORE INFORMATION:

- Local Police Department
  Des Moines Police Academy
  433 S.E. Army Post Road
  Des Moines, Iowa

- Iowa Law Enforcement Academy
  Camp Dodge
  Johnston, Iowa

- Bureau of Criminal Investigation
  Wallace Office Building
  Des Moines, Iowa

- Federal Bureau of Investigation (FBI)
  United States Court House
  P.O. Box 328, Room 309
  Des Moines, Iowa

- Occupational Outlook

- Local Police Department

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: LEGAL ASSISTANT
PROGRAM COUNSELOR: Joyce Brown
PHONE: 964-6506 (1-800-362-2127)
DATE PREPARED: May, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- accept responsibility for your own actions
- talk easily with all types of people
- maintain emotional stability
- talk about and demonstrate your legal assisting skills and knowledge

ON THE JOB, YOU:

Under the supervision of a lawyer, the legal assistant may:

- apply knowledge of law and legal procedures in rendering direct assistance to lawyers, clients and courts
- design, develop and modify procedures, techniques, services and processes
- detail procedures for practicing in certain field of law
- research, select, assess, compile and use information from the law library and other references
- analyze and handle procedural problems that involve independent decisions
- conduct fact finding interviews with clients and witnessess
- prepare routine memoranda, correspondence and reports
- investigate case information for legal presentation

THINGS TO THINK ABOUT:

- may work nights and weekends
- possibility of travel
- will hold position of responsibility and confidentiality
- may be diverse working conditions in particular employment positions

EARNINGS AND BENEFITS:

- number of hours/week	40-45
- average starting salary/month	$900
- average salary range/year	$10,800-12,000
- fringe benefits generally good, but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- experts in the field predict that legal assistants will be in great demand in the next few years
- legal assisting duties are endless and include positions in law firms, corporations, banks, real estate companies, insurance companies, and governmental agencies.

EDUCATION AND TRAINING:

- a high school diploma or equivalent is required
- the training required for a legal assistant, at present, is determined by the individual employer
- some legal assistants have attended formal training classes or programs ranging from a few weeks to four years
- there is currently a voluntary certification examination offered for legal assistants

THE DMACC LEGAL ASSISTING PROGRAM:

- length: 7-8 quarters, 16 credits/quarter
- approximate educational cost: $240/quarter
- location: Ankeny
- starting time: preferably September, March or June
- graduation award: Associate in Arts degree (A.A.)

PURPOSES AND CONTENT OF THE PROGRAM:

Student objectives are to develop knowledge and application skills in:

- preparing depositions questions
- preparing interrogatories
- filing documents at the court house
- assisting in preparation of bankruptcy claims
- assisting in divorce procedures
- preparing wills & trusts
- legal research and writing
- conducting civil and criminal investigations, short of formal discovery
- preparing petitions and memoranda

Basic Content Areas are:

- estate & trusts
- torts & trials
- tax law
- commercial law
- business organizations (corporations, partnerships)
- for a description of the courses see the College Catalog or Admissions Information Sheet
- Legal Research and Writing

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and previous official college transcripts must be sent to the Admissions office prior to first registration
- prior to first enrollment, complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- need a command of the English language
- must have good reading and writing skills
- must be capable of rational and critical thinking
- must have the ability to analyze and synthesize legal materials
- must be able to maintain emotional stamina in a rigorous program
- must have self-discipline and good interpersonal communication skills
- must have a strong academic background
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- English
- history
- government

WHERE TO GET MORE INFORMATION:

- Cary Israel, Program Chairperson
  Legal Assistant Program
  Des Moines Area Community College
  Ankeny, Iowa 50021

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: LEGAL SECRETARY
PROGRAM COUNSELOR: Don Holand
PHONE: 964-6216 (1-800-362-2127)
DATE PREPARED: July, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- deal with people of different ages and backgrounds
- classify, record, file, and retrieve information accurately
- keep information confidential
- show foresight in anticipating client needs
- separate important things from unimportant things
- follow directions accurately
- use clerical, mathematical, and grammatical skills
- take shorthand quickly and accurately
- talk about and demonstrate your legal secretary skills and knowledge

ON THE JOB, YOU:

- type letters, file, sore mail, make appointments, and keep financial records
- work with many legal forms such as contracts, wills, summonses and subpoenas
- take notes of interviews between a lawyer and the client and type notes as a record of the interview
- may take notes in the courtroom during a court session
- may serve as a messenger on occasion carrying information between lawyers
- may do research for lawyers
- aid in building and maintaining good relations with those people who are seeking legal assistance
- take shorthand dictation

THINGS TO THINK ABOUT:

- most people find that legal offices are pleasant places to work
- demand for legal secretaries has far surpassed the supply during the last ten years

THINGS TO THINK ABOUT (Continued):

- employers may pay for additional education or training
- you may have to work under stressful situations
- you may have to wrok independently

EARNINGS AND BENEFITS:

- number of hours/week	35-40
- average starting salary/month	$750
- average salary range/year	$8400-10,800
- fringe benefits will vary according to they employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in law office, bank, insurance companies, savings & loan companies, and governmental agencies
- employment opportunities for legal secretaries should continue to be excellent through the 1980's according to the U.S. Department of Labor
- as experience is gained, the legal secretary is often given supervisory responsibilities and more pay
- retirements or replacements will make many openings in this area

EDUCATION AND TRAINING:

- high school diploma or equivalent is required
- legal terminology and shorthand is a requirement
- graduation from a technical or vocational school is highly recommended

THE DMACC LEGAL SECRETARY PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $1872.50 total
- location: Ankeny
- starting time: September, December, March, June
- graduation award: Associate in Applied Arts (A.A.A.)
- 6th & 7th quarters - work afternoons in a legal situation

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn and understand how a lawyer's office is setup, run, and maintained
- learn and understand and interpret legal terminology
- develop reading, comprehension, and spelling skills
- build on clerical, mathematical, and grammatical abilities
- learn to establish effective interpersonal relationships with clients and other members of the law team
- become aware of the need for continuance of personal and professional growth

Basic Content Areas are:

- business organizational law
- general law
- income tax
- business math
- intro to law
- real estate
- civil & criminal law
- probate
- family law
- legal terminology
- legal accounting
- office procedures
- estate planning
- business law
- word processing
- for a description of the curriculum, see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office in Ankeny
- your high school (or its equivalent) and any previous official college transcript must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must be able to maintain effective interpersonal relationships with people of different ages and backgrounds
- must be able to read, comprehend, and correctly spell words and terminology related to law
- must develop ways to control your time
- should be able to follow instructions
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program; contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- typing
- bookkeeping
- shorthand
- business English
- office practice
- business math
- genral business courses

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- get involved in Office Education Association activities
- don't put things off until the last minute

WHERE TO GET MORE INFORMATION:

Polk County Legal Secretarial Association
Des Moines, Iowa

National Secretaries Association
2440 Pershing Road, Suite G10, Crown Center
Kansas City, Missouri 64108

National Association of Legal Secretaries
3505 East Shelly Drive
Tulsa, Oklahoma 74104

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: MACHINE DRAFTING
PROGRAM COUNSELOR: Don Holand
PHONE: 964-6216 (1-800-362-2127)
DATE PREPARED: July, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- concentrate
- be patient
- do freehand drawings as well as instrument drawings
- follow written and spoken directions very carefully
- do detail work
- take pride in neat, precise work
- work independently of supervision
- have good eyesight and do close work for long periods of time
- have good eye-hand coordination
- talk about and demonstrate your drafting skills and knowledge

ON THE JOB, YOU:

- prepare a variety of drawings, including product details and assemblies, project layouts, presentations
- work closely with engineer/designers who supply you with information for preparing the drawings
- provide information concerning manufactureing materials and processes
- use a variety of drafting instruments and equipment
- utilize a variety of computational and calculation skills in completing the drawings
- complete a variety of written communiques necessary for part production

THINGS TO THINK ABOUT:

- your work is "thing" or project oriented and sometimes deadlines are important
- work will be in well-lighted, air-conditioned office
- vast majority of work will be done at your work station

EARNINGS AND BENEFITS:

- number of hours/week 40
- average starting wage/hour $5.00
- average salary range/year $8400-13,200
- fringe benefits are generally very good but vary according to employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- an estimated 4,544 drafters were employed in Iowa in 1978
- 90% of drafters work in private industry
- employment of drafters is expected to increase faster than the average of all occupations through the mid-1980's
- 1500 new drafters will be needed in Iowa in 1985
- photo reproduction of drawings and expanding use of electronic drafting equipment and computers will reduce the need for less skilled drafters
- persons with post high school technical training may begin as junior drafters
- opportunity for horizontal and vertical job movement depends on your skills and knowledge and the company
- after gaining experience you may advance to checker, detailer, or supervisor

EDUCATION AND TRAINING:

- some entry-lebel positions are open to high school graduates
- post high school level training is available in technical institutions, junior and community colleges, and extension divisions of universities. Training will be 1 or 2 years in length
- some persons receive training and experience in the armed forces
- some persons qualify through on-the-job training programs combined with part-time schooling or 3 to 4 years apprenticeship programs

THE DMACC MACHINE DRAFTING PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $1087.70 total
- location: Ankeny
- starting time: September
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- develop the proper attitudes, skills, and knowledge required for satisfactory entrance into the broad field of manufactureing, drafting, and detailing
- learn the basic knowledge of good manufacturing processes and materials, and their proper use are gained by the students

Basic Content Areas are:

- drafting math
- manufacturing materials and processes
- technical report writing
- drafting techniques
- for a description of the curriculum see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward it to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop
- must have taken Algebra I and earned a grade of "C" or better

TO SUCCEED IN THE PROGRAM, YOU:

- must have self-discipline and ability to take initiative in learning
- must have necessary physical and emotional stamina to meet demands of a rigorous program
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- if you need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended and Required* Background Subjects:

- algebra I*
- algebra II
- geometry
- trigonometry
- physics
- composition
- industrial arts

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- plan finances in advance
- don't work too many hours on a job while in school
- set aside time daily for homework

WHERE TO GET MORE INFORMATION:

- Members of DMACC Advisory Committee
  Contact Bob Anderson, Instructor, for members' names
  Phone: 964-6377

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: MEDICAL ASSISTANT

PROGRAM COUNSELOR: Mike Perry

PHONE: 964-6441 (1-800-362-2127)

DATE PREPARED: July, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- communicate easily and clearly with patients and co-workers
- accept responsibility for own actions
- see and hear well and have good physical coordination
- stand and walk most of the working day
- maintain good physical health
- maintain emotional stability
- work under pressure
- talk about and demonstrate your medical assistant skills and knowledge

ON THE JOB, YOU:

- help the doctor with patient care
- prepare patients for various examinations and treatments
- routinely obtain patients vital signs
- instruct patients about medication and self-treatment at home
- apply bandages and dressings
- prepare the treatment rooms with fresh supplies
- clean instruments and order supplies
- act as an office receptionist and secretary
- schedule appointments, answer the telephone, and greet and dismiss patients
- build good relations between the patients and the doctor
- file patient records properly
- bill the patients for the doctor's services and keep a record of their payments
- fill out insurance forms for the doctor's signature
- type records and letters
- will obtain blood specimens for analysis using vein puncture and finger stick techniques
- will do lab tests on specimens as ordered by the doctor, as urinalysis, complete blood count, etc.
- give injections
- assist with minor surgery

THINGS TO THINK ABOUT:

- you will meet people with different backgrounds
- people who are sick can be difficult to work with
- medical assistants are important members of the health care team

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting wages/hour	$4.00
- average salary range/year	$7200-9600
- fringe benefits generally good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in doctors offices, clinics, hospitals and related health care facilities
- increased medical care and expanded facilities will create a need for more medical assistants
- a steady demand is expected due to job turnover and promotions

EDUCATION AND TRAINING:

- physicians prefer hiring trained medical assistants
- a medical assistant who has attained certification through the A.A.M.A. can usually find employment nationwide

THE DMACC MEDICAL ASSISTANT PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $1302 total
- location: Ankeny
- starting time: September & March
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn to demonstrate safe and effective task performance according to designated course objectives
- learn to establish effective interpersonal relationships with patients and other members of the health team
- develop intellectual and manual dexterity skills necessary to give direct care to patients as directed by the physician
- develop an awareness of the need for continuance of personal and professional growth

Basic Content Areas are:

- anatomy & physiology
- medical terminology
- medical office procedures
- medical office management
- medical laboratory procedures
- for a description of the curriculum, see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success workshop
- must have taken 2 semesters of high school typing or certify 35 wpm on 5 minute timed writing
- must have earned a "C" or better in high school biology or its equivalent within the last 5 years
- prior to first quarter enrollment, must provide the completed physical examination form

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must be able to apply knowledge from the biological and social sciences
- must have necessary physical and emotional stamina to meet demands of a rigorous program
- must have self-discipline and ability to take initiative in resolving your learning needs
- must have transportation to clinical site
- must be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the PCS workshop
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended and Required* Background Subjects:

- biology*
- typing*
- first aid
- sociology
- speech
- anatomy/physiology
- recordkeeping
- psychology

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- do the recommended pre-entrance work
- plan finances in advance
- don't try to hold a job while you're in school unless it is absolutely necessary
- be sure to have your family's support for your going to school
- be prepared to attend classes 6 hours daily with a good deal of homework required

WHERE TO GET MORE INFORMATION:

- American Association of Medical Assistants
  One "E" Wacker Driver
  Chicago, Illinois 60601

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: MEDICAL LABORATORY ASSISTANT
PROGRAM COUNSELOR: Mike Perry
PHONE: 964-6441 (1-800-362-2127)
DATE PREPARED: February 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- work as a member of a team and get along well with co-workers
- do work that is somewhat routine
- work under pressure when results of tests are needed quickly
- work carefully and patiently
- read and understand new technical journals
- work with numbers
- see well for microscope study and be able to make small adjustments with your hands
- stand and walk alot, and be able to pass a physical examination
- work independently following prescribed procedures
- talk about and demonstrate your medical laboratory technician skills and knowledge

ON THE JOB, YOU:

- work in the laboratory under the direction of the medical technologist
- may also take instructions from and perform tests under the direction of a pathologist (a physician who determins the nature of a disease through examination of tissue)
- must be able to work with both medical staff and patients
- must be able to use a number of instruments in the laboratory for sterilizing, analyzing and testing
- keep the laboratory clean and well-organized
- may store chemicals, label various bottles, clean the laboratory equipment and keep records of tests
- will use math to make solutions or to record results of tests
- handle test slides or fragile equipment

THINGS TO THINK ABOUT:

- work is steady with regular working schedule
- working conditions in hospitals or laboratories are usually pleasant, well-lighted and air-conditioned
- part-time work is usually available
- need for Medical Laboratory Technicians in other areas give job security in event of a move to another city
- usually can return to work after leave of absence
- the amount of walking a Medical Laboratory Technician does may be tiring
- sometimes you may find that sick people are not always pleasant
- you sometimes work nights, weekends, and holidays

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting wage/hour	$4.00
- average salary range/year	$660 - 1012
- fringe benefits are generally good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in hospitals, doctors' clinics, industry
- a steady demand for Laboratory Personnel is expected through the mid 1980's according to the U.S. Dept. of Labor
- better medical care and expanded hospital facilities will create a need for more laboratory personnel
- many openings are created due to high turnover in jobs

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- technical training beyond high school is required
- must pass an examination to be registered as a Medical Laboratory Technician

THE DMACC MEDICAL LABORATORY ASSISTANT PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $1025 total
- location: Ankeny
- starting time: September and March
- graduation award: diploma

PURPOSE AND CONTENT OF THE PROGRAM:

The Student will:
- learn and demonstrate safe and effective performance according to designated course objectives
- develop intellectual and manual dexterity skills necessary to perform laboratory tasks
- develop an awareness of the need for continual personal and professional growth

Basic Content Areas are:
- hemotology
- routine analysis
- chemistry
- microbiology
- blood banking
- for a description of the curriculum, see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop
- must have earned a "C" or better in high school biology, chemistry & algebra or its equivalent
- prior to first quarter enrollment, must provide completed physical examination form

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must have necessary physical and emotional stamina to meet demands of a rigorous program
- must have self-discipline and ability to take initiative in identifying learning needs
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests: Writing: 86 - 94 - 102, Reading: 17 - 21 - 24, Algebra: 14 - 18 - 22
- may need to strengthen your academic skills before entering the program, contact your program counselor
- must have transportation to clinical sites
- do not follow regular college calendar during clinical experience

Recommended and Required* Background Subjects:
- physics
- chemistry*
- biology*
- sociology
- speech
- algebra*
- phychology

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- plan your finances in advance
- don't try to have a job while in school unless it is absolutely necessary
- be sure to have your family's support for your going to school
- have adequate transportation

WHERE TO GET MORE INFORMATION:

- National Accrediting Agency for Clinical Laboratory Sciences
  222 South Riverside Plaza Suite 1512
  Chicago, Illinois 60606

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: MEDICAL LABORATORY TECHNICIAN
PROGRAM COUNSELOR: Mike Perry
PHONE: 964-6441 (1-800-362-2127)
DATE PREPARED: April, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- work as a member of a team and get along well with co-workers
- do work that is somewhat routine
- work under pressure when results of tests are needed quickly
- work carefully and patiently
- work with numbers
- see well for microscope study and be able to make small adjustments with your hands
- stand and walk a lot, and be able to pass a physical examination
- work independently following prescribed procedures
- talk about and demonstrate your medical laboratory technician skills and knowledge
- work with good manual dexterity

ON THE JOB, YOU:

- work in the laboratory under the direction of the medical technologist
- read technical journals
- may also take instructions from and perform tests under the direction of a pathologist (a physician who determines the nature of a disease through examination of tissue)
- must be able to use a number of instruments in the laboratory for sterilizing, analyzing and testing
- keep the laboratory clean and well-organized
- may store chemicals, label various bottles, clean the laboratory equipment and keep records of tests
- will use math to make solutions or to record results of tests
- handle test slides and fragile equipment

THINGS TO THINK ABOUT:

- work is steady with regular working schedule
- working conditions in hospitals or laboratories are usually pleasant, well-lighted and air-conditioned
- part-time work is usually available
- need for Medical Laboratory Technicians in other areas give job security in event of a move to another city
- usually can return to work after leave of absence
- the amount of walking a Medical Laboratory Technician does may be tiring
- sometimes you may find that sick people are not always pleasant
- you sometimes work nights, weekends, and holidays

EARNINGS AND BENEFITS:

- number of hours/week 40
- average starting wage/hour $5.00
- average salary range/year $10,400 - 11,900
- fringe benefits are generally good but vary according to employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in hospitals, doctors' clinics, industry
- a steady demand for Laboratory Personnel is expected through the mid 1980's according to the U.S. Dept. of Labor
- better medical care and expanded hospital facilities will create a need for more laboratory personnel
- many openings are created due to high turnover in jobs

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- technical training beyond high school is required
- must pass an examination to be registered as a Medical Laboratory Technician (2 years)

THE DMACC MEDICAL LABORATORY TECHNICIAN PROGRAM:

- length: 8 quarters, 6 hours daily
- approximate educational cost: $2088 total
- location: Ankeny
- starting time: September and March
- graduation award: Associate in Applied Science (A.A.S.) or Associate in Arts (A.A.) degree with 10 additional credits

PURPOSE AND CONTENT OF THE PROGRAM:

The Student will:

- learn and demonstrate safe and effective performance according to designated course objectives
- develop intellectual and manual dexterity skills necessary to perform laboratory tasks
- develop an awareness of the need for continual personal and professional growth

Basic Content Areas are:

- hemotology
- routine analysis
- chemistry
- microbiology
- blood banking
- for a description of the curriculum, see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop
- must have earned a "C" or better in biology, chemistry and algebra or taken equivalent course work within the last 5 years
- prior to first quarter enrollment, must provide completed physical examination form

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must have necessary physical and emotional stamina to meet demands of a rigorous program
- must have self-discipline and ability to take initiative in identifying learning needs
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that are given at the PCS workshop
- may need to strengthen your academic skills before entering the program, contact yoru program counselor
- do not follow regular college calendar during clinical experience
- must have transportation to clinical site, which may not be in Des Moines

Recommended and Required* Background Subjects:

- physics
- chemistry*
- biology*
- sociology
- speech
- algebra*
- psychology

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- plan your finances in advance
- don't try to have a job while in school unless it is absolutely necessary
- be sure to have your family's support for your going to school
- have adequate transportation

WHERE TO GET MORE INFORMATION:

- National Accrediting Agency for Clinical Laboratory Sciences
  222 South Riverside Plaza, Suite 1512
  Chicago, Illinois 60606

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: MEDICAL SECRETARY
PROGRAM COUNSELOR: Don Holand
PHONE: 964-6216 (1-800-362-2127)
DATE PREPARED: July, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- learn and use medical terms correctly
- deal with people of different ages and backgrounds
- classify, record, file and retrieve information accurately
- keep information confidential
- show foresight in anticipating patient's needs
- separate important things from unimportant things
- use a typewriter and other office machines
- follow directions accurately
- use clerical, mathematical and grammatical skills
- talk about and demonstrate your medical secretary skills and knowledge

ON THE JOB, YOU:

- prepare medical charts and record information to be used later
- type letters, file, sort mail, make appointments, and keep financial records
- prepare case histories and medical reports
- greet patients and help them feel at ease
- act as a laison between doctors and patients
- aid in building and maintaining good relations with those people who are seeking medical assistance

THINGS TO THINK ABOUT:

- most people find that m edical offices are clean, air-conditioned and well-lighted
- demand for medical secretaries has far surpassed the supply during the last ten years
- you may have to work under stressful situations
- you may have to work overtime on various occasions
- you may have to work independently

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting salary/month	$775
- average salary range/year	$8400-12,000
- fringe benefits will vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in hospitals, doctors' offices, clinics, insurance firms, and nursing homes
- employment opportunities for medical secretaries should continue to be excellent through the 1980's according to the Department of Labor
- for those not wanting full-time jobs, part-time workers are in great demand
- as experience is gained, the medical secretary is often given supervisory responsibilities and more pay

EDUCATION AND TRAINING:

- high school diploma or equivalent required
- graduation from a technical or vocational school is highly recommended
- knowledge of medical terminology is a requirement

THE DMACC MEDICAL SECRETARY PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $1096 total
- location: Ankeny
- starting time: September
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn and understand how a doctor's office is set-up, run, and maintained
- understand and interpret medical terminology
- develop reading, comprehension and spelling skills
- build on clerical, mathematical and grammatical abilities
- learn to establish effective interpersonal relationships with patients and other members of the health team
- become aware of the need for continual personal and professional growth

Basic Content Areas are:

- medical terminology
- typing
- business communications
- human body health
- emergency care
- drug terminology
- human relations
- medical procedures
- medical transcription
- for a description of the curriculum, see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must be able to maintain effective interpersonal relationships with people of different ages and backgrounds
- must be able to read, comprehend and correctly spell words and terminology related to the medical area
- must develop ways to control your time
- should be able to follow instructions
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need help to strengthen your academic skills before entering the program; contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- English
- math
- bookkeeping
- typing
- speech

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- don't put things off until the last minute
- learn to discipline yourself and your time
- participate in Office Education Association

WHERE TO GET MORE INFORMATION:

- National Secretaries Association
  2440 Pershing Road, Suite G10, Crown Center
  Kansas City, Missouri 64108

- American Medical Record Association
  875 North Michigan Avenue
  Suite 1850
  Chicago, Illinois 60611

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: OPERATING ROOM TECHNICIAN (SURGICAL TECHNOLOGIST)
PROGRAM COUNSELOR: Mike Perry
PHONE: 946-6441 (1-800-362-2127)
DATE PREPARED: August 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- be responsible
- follow directions
- show initiative
- maintain emotional stability
- work quickly and accurately
- work with various surgeons who might have different ways of doing things
- stand and walk most of the working day
- have good manual dexterity
- see and hear well
- maintain good physical health
- talk about and demonstrate your operating room skills and knowledge

ON THE JOB, YOU:

- must be able to plan, organize and work under pressure
- work under the direction of the surgeon or the circulating nurse
- help prepare the operating room for surgery by sterilizing and wrapping trays of instruments
- prepare the patient for surgery by shaving and washing the area of the body on which the surgeon will operate
- are scrubbed in the operating room, allowing you to touch the sterilized things such as the surgeon's hands, the area of the patient that has been cleaned for surgery and the instruments which you have prepared
- must know the names of all the instruments and supplies used and arrange them in an efficient manner
- keep in confidence your knowledge of the patient and the patient's condition
- must observe the progress of the operation in order to be able to anticipate what the surgeon needs before asking for it

THINGS TO THINK ABOUT:

- you will work with people of different backgrounds
- you do work that is interesting and challenging
- you may work nights, weekends, holidays and be on call
- direct patient contact or communication with patients is minimal

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting salary/year	$8,580
- average salary range/year	$7,800 - 9,564
- fringe benefits generally good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- the need for surgical technologists should be stable
- you may advance to specific surgical specialities such as plastic, eye, or chest surgery with on-the-job training
- experienced surgical technologists earn more
- openings are available for private surgical technologists who work for a specific surgeon

EDUCATION AND TRAINING:

- a high school diploma or its equivalent required
- technical training beyond high school required
- taking the national certification examination to be a certified surgical technologist is strongly recommended

THE DMACC OPERATING ROOM TECHNICIAN PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $1145 total
- location: Ankeny
- starting time: September
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- demonstrate safe and effective performance according to designated course objectives
- learn to establish effective interpersonal relationships with other members of the surgical team
- learn to promote a safe surgical environment
- learn to utilize principles of acepsis to care for patient
- learn to apply microbiological principles to operating room techniques
- learn to assess proper use of instruments, supplies, and equipment for each state of a particular procedure
- develop an awareness of the need for continual personal and professional growth

Basic Content Areas are:

- basic sciences
- applied psychology
- clinical experience
- first aid
- communications skills
- operating room orientation and techniques
- instrumentation
- surgical procedures and anesthesia
- for a description of the curriculum, see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop
- must have earned a "C" or better in high school biology or its equivalent within the last 5 years
- prior to first quarter enrollment, must provide completed physical and dental examination form

TO SUCCEED IN THE PROGRAM, YOU:

- must pay attention to detail and have a good memory
- must be able to perform activities in an organized and detailed manner
- must be able to apply knowledge from the biological and social sciences
- must have necessary physical and emotional stamina to meet demands of a rigorous program
- must have self-discipline and ability to take initiative in resolving your learning needs
- must be able to communicate effectively
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended and Required* Background Subjects:

- biology*
- sociology
- first aid
- psychology
- microbiology

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- do the recommended pre-entrance work
- plan finances in advance
- don't try to have a job while you are in school unless it is absolutely necessary
- be sure to have your family prepared for your going to school
- be prepared to study hard for many hours

WHERE TO GET MORE INFORMATION:

- Association of Surgical Technologists
  1100 West Littleton Boulevard
  Suite 201
  Littleton, Colorado 80120

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: POWER TRAINS & AIR CONDITIONING
PROGRAM COUNSELOR: Tony Steinhauser
PHONE: 964-6561 (1-800-362-2127)
DATE PREPARED: May 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- talk about and demonstrate your mechanical skills and knowledge
- read, understand and follow instructions
- see details in objects and drawings
- do simple arithmetic problems
- work with all kinds of people
- work well with your hands
- see and hear well
- lift and carry objects weighing up to 60 pounds
- work in uncomfortable positions, sometimes with your hands above your head

ON THE JOB, YOU:

- do manual transmissions overhauling
- diagnose and repair clutch and drive lines
- diagnose and repair rear axles and differentials
- do adjustments and repair work on automatic transmissions
- service and repair air conditioning systems

THINGS TO THINK ABOUT:

- work is usually done indoors
- shops are well-lighted, heated, and ventilated
- you have year-round job security
- you work with dirty, greasy parts
- you must lift heavy objects
- you often get minor cuts and burns
- advancement is limited in this field

EARNINGS AND BENEFITS:

- number of hours/week 40-48
- average starting wage/hour $4.50
- average salary range/month $616-1372
- fringe benefits generally good but vary according to employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- you may work in independent repair shops, service departments of new and used car dealers, and gasoline service stations
- the demand is increasing for specialists due to imported and more complex automobiles
- you may advance to supervisor, service manager, or factory service representative
- you may open a repair shop of your own
- a steady demand for automobile mechanics is expected through the mid-1980's, according to the U.S.Department of Labor

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- training in vocational schools or community colleges is highly recommended
- apprenticeship training lasts three to four years and gives training in nearly all phases of automobile repair
- on-the-job experience is important

THE DMACC POWER TRAINS & AIR CONDITIONING PROGRAM:

- length: 2 quarters, 6 hours daily
- approximate educational cost: $740
- location: Ankeny
- starting times: September, December, March, June
- graduation award: diploma

THE DMACC POWER TRAINS & AIR CONDITIONING PROGRAM cont.:

- NOTE: The Power Trains & Air Conditioning program is one of 3 options available within the complete 7 quarter Auto Mechanics program. For information regarding the complete 7 quarter program, please request the additional Program Information Brief from the Admissions office, or call the program counselor

PURPOSES AND CONTENT OF THE PROGRAM:

Students will:
- learn to demonstrate safe & effective mechanical skills according to designated course objectives
- be able to read & interpret automotive service manuals, bulletins and parts manuals pertaining to power trains and air conditioning systems
- learn to establish effective interpersonal relationships and be able to communicate with customers, managers and co-workers in the automotive service field
- develop awareness of the need to continue with a personal and professional growth plan
- be able to diagnose problems in drive train components and air conditioning systems
- be abl to properly repair, overhaul and service power train components and air conditioning systems

Basic Content Areas are:
- basic gear sets
- manual transmissions
- differential assemblies
- planetary gear sets
- air conditioning principles
- functions of the components
- clutches
- drive lines
- rear axle assemblies
- automatic transmission
- for a description of the curriculum see the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to use your hands to do work quickly with a high degree of accuracy
- must be able to use hand tools and interpret readings from meters and gauges
- must be able to apply things learned from books and manuals to use in the shop
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- if you need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- math
- English
- science
- chemistry
- auto mechanics

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- the Power Train & Air Conditioning program is a new program and there have been no graduates

WHERE TO GET MORE INFORMATION:

- for additional information, contact automobile dealerships in your area

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: PRACTICAL NURSING

PROGRAM COUNSELOR:	Linda Houts	George Silberhorn
PHONE:	964-6586 (1-800-362-2127)	432-7203 Boone-Carroll

DATE PREPARED: August 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- understand medical terms and be able to do some clerical work
- do things which may sometimes be unpleasant and control your emotions
- talk easily with people of all ages and backgrounds
- follow directions well
- work with patients and their families who are often upset
- stand and walk most of the working day
- maintain good physical and mental health
- pass a health examination
- talk about and demonstrate your nursing skills and knowledge

ON THE JOB, YOU:

- perform duties that require technical knowledge, but not the professional training of a registered nurse
- take and record temperatures and blood pressures, change dressings, and give prescribed medicines under supervision
- assist patients in meeting basic needs
- must maintain patient confidentiality
- provide nursing care under the supervision of the Registered Nurse or Physician
- help patients to get ready for examinations and treatments
- may have some other duties such as gathering information on patients and keeping records
- frequently will work in caring for the aged

THINGS TO THINK ABOUT:

- you may gain satisfaction through helping others
- you will be able to meet people with different backgrounds
- you have to be on your feet almost all of the time
- sometimes you may have to work with people who are unpleasant and difficult because they are sick
- you should expect to work nights, weekends, and holidays

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting wage/hour	$4.65
- average salary range/month	$744 - 928
- fringe benefits generally good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- LPN's are used in long term care facilities, nursing homes, doctors offices or hospitals
- advancement without additional education is limited
- pay raises usually come with experience
- you may become a Registered Nurse with further education

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- applicant must complete a state approved educatioanl program
- you must pass the State Board Examination to be licensed as a Practical Nurse
- you must pass a physical exam

THE DMACC PRACTICAL NURSING PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $1000
- locations: Ankeny, Boone & Carroll
- starting times: September and March
  (March only at Boone, September only at Carroll)
- graduation award: diploma

PURPOSE AND CONTENT OF THE PROGRAM:

The Student will:

- learn to provide for the emotional and physical comfort and safety of patients
- learn to perform specialized nursing functions under the supervision of the registered nurse
- learn to communicate effectively with patient and significant others
- learn to assist with rehabilitation of patients according to the patient care plan
- learn to contribute to the promotion of personal and community health
- learn to fulfill their responsibility as a member of the Practical Nurse vocation

Basic Content Areas are:

- fundamentals
- body structure
- medical surgical nursing
- ob/pediatrics
- vocational trends
- gerontological nursing
- for a description of the curriculum, see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny for Ankeny enrollment or to the Admissions office at Boone for Boone and Carroll enrollment
- your high school (or its equivalent) and any previous official college transcript must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized manner
- must be able to apply classroom knowledge to clinical performance
- must have necessary physical and emotional stamina to meet the demands of a rigorous program
- must have self-discipline and the ability to follow directions and accept supervision
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- sociology
- English
- algebra
- speech
- biology
- psychology

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- have good study habits before going into the program
- plan finances in advance
- be sure to have your "family" prepared for the amount of time you'll spend studying
- don't try to work while you are in school unless it is absolutely necessary
- take some math ahead of time
- be sure nursing is what you want

WHERE TO GET MORE INFORMATION:

- National League for Nursing
  10 Columbus Circle
  New York, New York 10019

PROGRAM INFORMATION BRIEF

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: PRE-BUSINESS

PROGRAM COUNSELOR:	Larry Clauson	George Silberhorn
PHONE:	964-6378 (1-800-362-2127)	432-7203

DATE PREPARED: August 1978

PURPOSES AND CONTENT OF THE PROGRAM:

The Student can:
- be prepared for advanced study in a college of business administration
- have acquired the necessary background in basic business courses to compete effectively with other students in business administration
- have acquired most, (and in some cases all) of the course requirements to obtain an Associate of Arts degree

Basic Content Areas are:
- year of accounting
- year of business law
- year of economics
- statistics
- course in data processing, management, marketing, finance and insurance
- standard completion of DMACC core requirements and basic business courses
- business majors must declare an area of concentration at the institution they plan on transferring to
- areas of concertration include management, marketing, accounting, finance and sometimes insurance, real estate
- for a description of the catalog, see the College Catalog or the Admissions Information Sheet

DIFFERENT AREAS OF CONCENTRATION:

Accounting:
- accounting is a service activity providing information about business and their activities
- provides information for investors, creditors, and general public
- considered as an ideal preparation for a business career because it offers a view of all aspects of business organization
- a B.A. in accounting offers entry into a specialized field at a professional level
- demand for industrial accountants has increased greatly
- many accountant are employed by state and federal government agencies
- graduates in industry may advance to executive positions
- demand for certified public accountants is increasing
- a CPA may work for one of many regional, national, or international firms, or may establish his own independent practice
- about 30 per cent of all B.A. accounting grads take the CPA exam
- some career job titles in accounting would be tax accountant, industrial accountant, staff accountant, public auditor, internal auditor, controller

Finance:
- designed to provide students with knowledge of concepts and practices of financial management
- develop the analytical, decision making, and communicating abilities needed in the finance function
- is the system that includes the circulation of money, the granting of credit, the making of investments and the provision of banking facilities
- banking accounts for 1.3 million financial jobs in the U.S.
- financial training could be used in commercial banking, in non-bank financial institutions, insurance agencies, savings and loangs, employee credit unions, savings, pension funds, installment loan companies and stock brokerage firms
- some career job titles in finance would be loan analyst, security analyst, administrative assistant, bank trainee, commercial lending, financial institution examiner, mortgage loan underwriter, financial trainee, credit analyst, assistant to the controller, budget analyst, treasurer's staff assistant, investment analyst

Marketing:

- is finding out what you want, and will pay for
- is deciding how to tap that need
- is finding ways to get the goods to you
- is persuading you to take the last step - buying through advertising, promotion, and sales
- is listening to feedback from customers and adapting to fit your "market"
- marketing process is comprised of six general areas:
  1. marketing research
  2. product planning/brand management
  3. physical distribution
  4. advertising
  5. sales promotion
  6. sales
- some career job titles in marketing would be; marketing manager, advertising manager, warehouse manager, sales manager, department manager, traffic manager, purchasing agent, professional sales rep, product development manager, account executive

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- pick institution where you plan to go for baccalaureate degree in business, the ares of specialization, and get the courses the institution wants you to get

THE DMACC PRE-BUSINESS PROGRAM:

- length: 6 quarters, 16 credits/ quarter
- approximate educational cost: $255/quarter
- location: Ankeny, Boone, Urban campuses
- starting times: September, December, March, June
- graduation award: Associate in Arts (A.A.)

TO SUCCEED IN THE PROGRAM, YOU:

- should have or acquire good study habits
- be ready to spend time on homework, 2-3 hours for every in class hour
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests: Writing: 97 - 102 - 107, Reading: 17 - 21 - 24
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office in Ankeny for Ankeny and Urban enrollment or Boone for Boone enrollment
- your high school transcript and any previous official college transcripts must be sent to the Admissions Office
- complete a Planning for College Success Workshop

WHERE CAN YOU GO FROM HERE:

Iowa four year colleges and universities that offer business related degrees. Transfer students should check with institutions for specific information to meet requirements of the particular school to which they plan to transfer.

Business Administration:

- Briar Cliff College-Sioux City
- Dordt College-Sioux City
- Iowa Wesleyan College-Mount Pleasant
- University of Iowa-Iowa City
- Mount Mercy College-Cedar Rapids
- St.Ambrose College-Davenport
- Upper Iowa University-Fayette
- William Penn College-Oskaloosa
- Coe College-Cedar Rapids
- Central College-Pella
- Graceland College-Lamoni
- Marycrest College-Davenport
- Wartburg College-Waverly
- Westmar College-LeMars
- Luther College-Decorah

Business:

- Buena Vista College-Storm Lake
- Drake University-Des MOines
- Morningside College-Sioux City
- Loras College-Dubuque
- Northwestern College-Orange City
- Cornell College-Mt.Vernon
- Dubuque University-Dubuque
- Northern Iowa-Cedar Falls
- Simpson College-Indianola

Business/Industrial Administration:

- Iowa State University-Ames

Note: some colleges may require an entrance examination such as ACT or SAT

For more information on the DMACC Program, contact:

Don Huntoon, Director
Business Department
Des Moines Area Community College
Ankeny, Iowa 50021

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: PRE-DENTISTRY

PROGRAM COUNSELOR:	Tony Steinhauser	George Silberhorn
PHONE:	964-6561 (1-800-362-2127)	Boone 432-7203

DATE PREPARED: November 1978

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- be prepared for advanced study in the field of dentistry
- have acquired the necessary background in math and science to compete effectively with other students in dentistry
- have acquired most (if not all) of the course requirement to obtain an Associate in Arts degree
- acquire basic problem solving skills

Basic Content Areas are:
- math
- physics (college level)
- chemistry (organic and inorganic)
- biology
- 36 quarter hours of Arts and Science core course requirement, including 9 hours of communication courses, 12 hours of social sciences, 6 hours of humanities
- for a description of the courses, see the College Catalog

ADVICE FROM STUDENTS:

- maintain as high a grade point as possible; preferably an "A" average
- become aware of the admissions procedures and criterion of dental schools as early as possible
- develop a discipline for study right from the start
- prepare yourself for strong academic competition and personal sacrifice

THE DMACC PROGRAM:

- length: 6 quarters - 16 credits/quarter
- approximate educational cost: $240/quarter
- locations: Ankeny, Boone, Urban campuses
- starting times: September, December, March and June (The major sequences in chemistry, math, and physics start in September.)
- graduation award: Associate in Arts degree
  note: completion of the A.A. degree does not complete a pre-dentistry course. Continued study in a pre-dental program at a four year college is necessary.

TO SUCCEED IN THE PROGRAM, YOU:

- should have or acquire good study habits
- should enjoy science, especially biology and chemistry
- should be able and ready to spend a great deal of time on homework
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests: Writing: 97 - 102 - 107, Reading: 17 - 21 - 24, Algebra: 14 - 18 - 22
- may need to strengthen your academic skills before entering the program, contact you program counselor for individual follow-up assistance

Recommended Background Subjects:
- high school algebra (2 years)
- physics
- chemistry
- biology

ADMISSION REQUIREMENTS FOR DMACC:

- complete application form and forward to the proper Admissions office in Ankeny and Urban campuses enrollment and Boone for Boone enrollment
- forward your high school and any previous college transcripts for the Admissions office
- prior to first quarter enrollment complete a Planning for College Success Workshop

DENTAL SCHOOLS IN IOWA:

- College of Dentristry, University of Iowa, Iowa City

APPLICATION TO DENTAL SCHOOL:

Generally, Students:

- should apply by June 1st prior to the year being admitted
- must submit application and transcripts to the American Association of Dental Schools Application Service
- must have completed 94 semester hours to enter dental school
- take the Dental Admission Test

Students should consult with admission personnel at the school well in advance of application

PERSPECTIVES ON ADMISSION TO DENTAL SCHOOL:

- approximately 30 percent of all applicants are accepted
- average GPA of those accepted is 3.6
- science grades and ADS scores are important criterion
- personal and professional references are significant admissions standards

Students should consult with admissions personnel at the school well in advance of application

FOR MORE INFORMATION ON DMACC PROGRAM:

- contact: Burgess Shriver, Director
  Mathematics/Science Department
  Des Moines Area Community College
  Ankeny, Iowa 50021
  (515) 964-6291

PROGRAM INFORMATION BRIEF

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: PRE-ENGINEERING

PROGRAM COUNSELOR:	Ed Keefe	George Silberhorn
PHONE:	964-6561 (1-800-362-2127)	432-7203

DATE PREPARED: August 1978

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- be prepared for advanced study in a college of engineering
- have acquired the necessary background in math and science to compete effectively with other students in engineering
- have acquired most, (and in some cases all) of the course requirements to obtain an Associate of Arts degree
- acquire problem solving skills

Basic Content Areas are:
- math
- physics (classical)
- chemistry
- engineering graphics
- communications (9 hrs.)
- social behavior (12 hrs.)
- 36 quarter hours of Arts & Sciences courses
- for a description of the courses, see the College Catalog or the Admissions Office information sheet

ADVICE FROM STUDENTS:

- be ready to give full time to studying math and physics
- take all the math you can in high school
- be willing and able to spend a lot of extra time studying and doing problems
- this course is a lot tougher than I thought it would be
- pick where you plan to go for engineering and get the courses they want you to get
- if you don't have the right background from high school (enough math and science) plan to spend more than five years to become an engineer
- I didn't know that engineering had this much theory
- be sure you learn how to use a scientific calculator
- don't get behind in course work

THE DMACC PROGRAM:

- length: 6 quarters, 16 credits/quarter
- approximate educational cost: $175/quarter
- location: Ankeny and Boone Campuses
- starting times: September, December, March and June (the major sequences in physics and calculus start only in September)
- graduation award: Associate in Arts degree

TO SUCCEED IN THE PROGRAM, YOU:

- should have or acquire good study habits
- should enjoy doing math

- be ready to spend time on homework, 2-3 hours for every in class hour
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests: Writing: 97 - 102 - 107, Reading: 17 - 21 - 24
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- high school algebra (2 years)
- geometry (analytic)
- trigonometry
- physics
- chemistry

ADMISSIONS REQUIREMENTS:

- complete application form and forward to the propler Admissions office in Ankeny for Ankeny and Urban enrollment and Boone for Boone enrollment
- your high school transcript and any previous college transcripts must be sent to the Admissions office

- prior to first registration, complete a Planning for College Success Workshop

WHERE CAN YOU GO FROM HERE:

- Iowa State University; Ames, Iowa
  - see ISU catalog for full listing of all possible fields of engineering

- University of Iowa; Iowa City, Iowa
  - not as many specialties as are offered at ISU. Best known for its specialty of hydraulic engineering

- Out of State Universities; see College Blue Book or Barron's Guide

- note: most universities may require ACT or College Entrance Test scores

- for more information on DMACC program see:
  Frank Trumpy
  Arts & Science Division
  Des Moines Area Community College
  Ankeny, Iowa 50021

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: JOURNALISM/PRE-JOURNALISM

PROGRAM COUNSELOR:	Joyce Brown	George Silberhorn
PHONE:	964-6506 (1-800-362-2127)	432-7203
DATE PREPARED:	October 1978	

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- be prepared for advanced study in a school of journalism
- have acquired the necessary background in writing skills, oral expression, research, and general academic knowledge to compete effectively with other students in journalism
- become acquainted with the career field of journalism
- have acquired most, if not all, of the courses required to obtain an Associate in Arts degree

Basic Content Areas are:
- 35 credit hours of arts and sciences core requirements
- communication skills
- introductory journalism courses
- for a description of the curriculum, see the college catalog or the Admissions Information sheet

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- plan your finances carefully in advance
- be ready to spend extra time studying (2 - 3 hours for each class hour)
- don't get behind on course work
- be willing to spend extra time on the student newspaper
- be careful about too many hours on a job - don't work while you are in school unless you have to
- start early to investigate transfer coursework around what they want you to have

THE DMACC PRE-JOURNALISM PROGRAM:

- length; 6 quarters, 16 credits/quarter
- approximate educational cost: $240/quarter
- location: Ankeny
- starting time: September, December, March, June
- graduation award: Associate in Arts degree (A.A.)

TO SUCCEED IN THE PROGRAM, YOU:

- may want to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests: Writing: 97 - 102 - 107, Reading: 17 - 21 - 24
- should have or acquire good study habits
- should be ready to spend time on homework
- must have an above average command of the English language
- should enjoy current events, politics, community affairs, etc

Recommended Background Subjects:
- English
- composition
- journalism
- psychology
- general business courses
- speech

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the proper Admissions office: Ankeny for Ankeny and Urban enrollment, Boone for Boone enrollment
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- prior to first registration, complete the Planning for College Success workshop

WHERE CAN YOU GO FROM HERE:

- University of Iowa, Iowa City, Iowa 52242
- Drake University, Des Moines, Iowa 50311
- Iowa State University, Ames, Iowa 50010
- note: some colleges may require an entrance examination such as the ACT or SAT

WHERE TO GET MORE INFORMATION ABOUT THE DMACC PROGRAM:

- Tom Nelson, Program Chairperson
  Journalism Department
  Des Moines Area Community College
  Ankeny, Iowa 50021
  Phone: 964-6331

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: PRE-LAW
PROGRAM COUNSELOR: Joyce Brown George Silberhorn
PHONE: 964-6506 (1-800-362-2127) 432-7203
DATE PREPARED: May, 1980

PURPOSE AND CONTENT OF THE PROGRAM:

The Student can:
- develop a basis in pre-law studies that can be continued at a senior college or university
- be well grounded in oral and written communication
- be well grounded in law-associated elective courses such as accounting, psychology, speech and introduction to law
- complete all of the requirements of an Associate in Arts degree
- for a description of courses, see the College Catalog

ADVICE FROM STUDENTS:

- maintain as high a grade point as possible; preferably an "A" average
- develop good writing skills early in school
- learn how to think critically and develop public speaking skills
- prepare yourself for strong academic competition and personal sacrifice
- develop a discipline for studying
- become aware of the admission requirements and procedures of law schools as early as possible

THE DMACC PROGRAM:

- length: 7 quarters, 16 credits/quarter
- approximate educational cost: $240/quarter
- location: Ankeny, Boone and Urban campuses
- starting times: September, December, March and June
- graduation award: Associate in Arts degree
- note: completion of the A.A. degree does not complete a pre-law course. Continued study on a pre-law course at a four year college is necessary

TO SUCCEED IN THE PROGRAM, YOU:

- should have acquired good study habits
- should enjoy writing and public speaking
- should be able and ready to spend a great deal of time on homework
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshop
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- English - psychology - government - speech

ADMISSIONS REQUIREMENTS FOR DMACC:

- complete the application form and forward to the Admissions office in either Ankeny or Boone, depending where you wish to enroll
- your high school transcript and any previous college transcripts must be sent to the Admissions office
- prior to first quarter enrollment, complete a Planning for College Success Workshop

LAW SCHOOLS IN THE STATE OF IOWA:

- College at Law at the University of Iowa, Iowa City
- College of Law at Drake University, Des Moines

APPLICATION TO LAW SCHOOL:

Generally, Students:
- should apply a year in advance of the anticipated enrollment date
- must have completed a Bachelors degree

- take the Law School Admissions Test (LSAT)

Studnets should consult with admissions personnel at the school well in advance of application

PERSPECTIVES ON ADMISSION TO LAW SCHOOL:

- law schools usually have around 10 applicatns for every one accepted
- average GPA of those accepted is 3.5
- LSATR score is a large factor concerning admission
- activites, work experience, and letter of recommendation are all important criterian for admission

Students should consult with admissions personnel at the school for information well in advance of application

FOR MORE INFORMATION ABOUT THE DMACC PROGRAM:

- contact: Cary Israel, Chairperson
  Legal Assistant Program
  Des Moines Area Community College
  Ankeny, Iowa 50021
  Telephone: 964-6447

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: PRE-MEDICINE

PROGRAM COUNSELOR: Don Holand George Silberhorn

PHONE: 964-6216 (1-800-362-2127) 432-7203

DATE PREPARED: July, 1980

PURPOSE AND CONTENT OF THE PROGRAM:

The Student can:

- complete the first 2 years of a 3 or 4 year pre-medicine program which includes:
  *completing a course in algebra and trigonometry or an advance math course
  *completing one year of college physics
  *completing 3 quarters of general and inorganic chemistry sequence as well as 3 quarters of organic chemistry series
  *completing Principles of Biology followed by a combination of courses in zoology, anatomy and physiology
- complete all of the core requirements if wanted to complete the Associate of Arts degree
- for a description of course, see the college catalog

ADVICE FROM STUDENTS:

- maintain as high a grade point as possible; preferably an "A" average
- become aware of the admissions procedures and criterion of medical schools as early as possible
- develop a discipline for study right from the start
- prepare yourself for strong academic competition and personal sacrifice

THE DMACC PROGRAM:

- length: 6 quarters, 16 credits/quarter
- approximate educational cost: $280/quarter
- location: Ankeny, Boone campuses
- Starting time: September, December, March and June. (The major sequences in chemistry and physics start in September)

- graduation award: Associate in Arts degree
- note: completion of the A.A. degree does not complete a pre-medical course. Continued study in a pre-medical program at a four year college is necessary

TO SUCCEED IN THE PROGRAM, YOU:

- should have or acquire good study habits
- should enjoy science, especially biology and chemistry
- should be able and ready to spend a great deal of time on homework
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshop
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- 2 years of high school algebra
- chemistry
- physics
- biology
- English Composition (reading/writing skills)

ADMISSIONS REQUIREMENTS FOR DMACC:

- complete the application form and forward to the Admissions office in either Ankeny or Boone, depending on where you wish to enroll
- your high school transcript and any previous college transcripts must be sent to the Admissions office
- prior to first registration attend a Planning for College Success Workshop

MEDICAL SCHOOLS IN IOWA:

- University of Iowa College of Medicine, Iowa City
- College of Osteopathic Medicine (coms.) Des Moines

APPLICATION TO MEDICAL SCHOOL:

Generally, Students:

- should apply by August 1st prior to the year being admitted
- can apply in college junior year, but most apply their senior year
- must have completed 94 semester hours to enter medical school
- must take the Medical College Admissions Test (MCAT)

Students should consult with admissions personnel at the school well in advance of application

PERSPECTIVES ON ADMISSION TO MEDICAL SCHOOL:

- approximately 36% of all applicants are accepted
- average GPA of those accepted is 3.7
- science grades are most important criterion, followed by cumulative grade point average, followed by MCAT score
- work experience in health field is valuable
- personal and professional references are significant admissions criteria

Students should consult with admissions personnel at the school for information well in advance of application

TO GET MORE INFORMATION ABOUT THE DMACC PROGRAM:

- contact: Arts and Science Division
  Des Moines Area Community College
  Ankeny, Iowa 50021
  Telephone: 964-6529

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: PRE-NURSING COURSE WORK

PROGRAM COUNSELOR:	Linda Houts	George Silberhorn
PHONE:	964- 6586 (1-800-362-2127)	432-7203

DATE PREPARED: August 1979

PURPOSES AND CONTENT OF THE PROGRAM:

- gives students opportunity to get an Arts & Sciences background or do some course work prior to transferring to an appropriate nursing program
- gives students opportunity to do course work prior to entering the Des Moines Area Community College Associate Degree Nursing program
- gives students a list of only recommended courses. check with specific institutions and nursing programs where transferring for appropriate course work
- for information about transferring DMACC pre-nursing course work to another institution see program counselor and contact persons for institutional locations

TYPES OF NURSING PROGRAMS IN THE STATE OF IOWA:

Bachelors of Nursing Program, BSN: Four-year degree leading to a Bachelor of Science in Nursing and eligibility for Registered Nurse Licensure
- more emphasis on liberal arts background and
- content includes: community health and patient care management
- are prepared to start as staff nurse in health care facility and may be eligible for positions such as supervision or management, teaching in school of nursing, and public health (staff persons)

Diploma Program: Three-year program, hospital based, leading toward eligibility for Registered Nurse Licensure
- more emphasis on direct one-to-one bedside care
- are prepared for beginning staff nurse positions in health care facilities

TYPES OF NURSING PROGRAMS IN STATE OF IOWA (Continued):

Associate Degree Nursing Program (ADN):*
- two year program leading to eligibility for Registered Nursing Licensure
- are prepared for beginning staff nurse positions in health care facilities
- more emphasis on direct one-to-one bedside care
- see DMACC Program Information Brief

Practical Nursing Program (PN):*
- one year program leading to eligibility for Licensed Practical Nursing Licensure
- emphasis on providing patient care under the direction of a registered nurse or a licensed physician
- are prepared for beginning positions in hospitals and long term care facilities under supervision of RN or Doctor
- see DMACC Program Information Brief

Advanced Placement Program for the Licensed Practical Nurse* or Registered Nurse: Some institutions have programs which offer challenge exams that grant credit to registered nurses or licensed practical nurses desiring to continue their education. Contact specific institutions: See program counselor for possible institutions.

* Programs offered at Des Moines Area Community College

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- make sure courses transfer to appropriate nursing program
- there is competition for admission to Baccalaureate of Nursing programs
- you must have the necessary grade point average to transfer credits to the appropriate nursing program
- you must be able to apply knowledge in the physical, biological and social sciences
- you must be able to perform activities in an organized manner

THE DMACC PRE-NURSING COURSE WORK PROGRAM:

- length: depends on your nursing objectives
- approximate educational cost: $15/credit hour
- location: Ankeny, Boone & Urban
- starting time: September, December, March, June
- graduation award: Associate in Arts degree (A.A.) upon completion of 96 hours of course work, including the general education core

TO SUCCEED IN THE PROGRAM, YOU:

- should have or develop good study habits
- should take courses recommended by the nursing program you plan to enter (actually get a list of courses)
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the PCS Workshop
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- biology
- chemistry
- written & oral communications
- psychology
- sociology
- algebra

WHERE TO GET MORE INFORMATION:

- contact the institution you will eventually transfer to

- DMACC Career Resource Center
  Building 6
  Ankeny Campus

- National League of Nursing
  10 Columbus Circle
  New York, New York 10019

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: PRE-OPTOMETRY
PROGRAM COUNSELOR: Ed Keefe George Silberhorn
PHONE: 964-6561 (1-800-362-2127) 432-7203
DATE PREPARED: April, 1980

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- be prepared for advanced study in the field of optometry
- have acquired the necessary background in math and science to compete effectively with other students in optometry
- have acquired most (and in some cases all) of the course requirements to obtain an Associate of Arts degree
- have acquired the skill of solving problems

Basic Content Areas are:
- math
- physics (college)
- chemistry (general and inorganic)
- for a description of the courses see the College Catalog

ADVICE FROM STUDENTS:

I dont's realize that it's harder to get into optometry school than it is to get into med school
- you better know physics and math - at least at the A - level if you even want a crack at optometry school
- I thought an optometrist just ground lenses until I learned to takes six years and you get to be a Doctor of Optometry
- talk to your eyedoctor and find out what he wanted from the field or how he got into it
- be ready to study like mad... at least 3 or 4 hours a night

THE DMACC PROGRAM:

- length: 6 quarters, 16 credits/quarter
- approximate educational cost: $275/quarter
- location: Ankeny, Boone, Urban campuses
- starting time: September, December, March and June
- graduation award: Associate in Arts degree (A.A.)
- general and inorganic chemistry sequence starts only in Sept.

TO SUCCEED IN THE PROGRAM, YOU:

- should have or acquire good study habits
- should enjoy doing math
- be ready to spend 3-4 hours a night on homework, especially physics and math
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- high school algebra (2 years)
- trigonometry
- physics
- chemistry

ADMISSIONS REQUIREMENTS:
- complete application form and forward to the proper Admissions Office: Ankeny for Ankeny and Urban campus enrollment and Boone for Boone enrollment
- your high school transcript (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- prior to first registration, complete a Planning for College Success Workshop

WHERE CAN YOU GO FROM HERE:

- no in-state colleges or universities have optometry program
- there are twelve optometry schools throughout the United States
- note: many colleges require an entrance examination such as the ACT or SAT
- other options include further college work to complete a B.A. or B.S. degree or study in a professional school to become an optician or opthamologist

FOR MORE INFORMATION ON DMACC PROGRAM

- CONTACT Byron Strom
  Arts & Science
  Des Moines Area Community College
  Ankeny, Iowa 50021
  Telephone: 964-6292

- American Optometric Association
  7000 Chippewa St.
  St. Louis, Missouri 63119

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: PRE-PHARMACY

PROGRAM COUNSELOR: Ed Keefe George Silberhorn

PHONE: 964-6561 (1-800-362-2127) 432-7203

DATE PREPARED: April, 1980

PURPOSE AND CONTENT OF THE PROGRAM:

The Student will:
- be prepared for advanced study in the field of pharmacy
- have acquired the necessary background in math and science to compete effectively with other students in pharmacy
- have acquired most (if not all) of the course requirements to obtain an Associate in Arts degree
- acquire basic problem solving skills

Basic Content Areas are:
- math
- physics (college level)
- chemistry
- biology
- 36 quarters hours of Arts and Science core course requirement, including 9 hours of communication courses, 12 hours of social sciences, 6 hours of humanities
- for a description of the courses, see the College Catalog

ADVICE FROM STUDENTS:

- get tight with pharmacists who have graduated from Drake, if that's where you want to go
- don't try to do this course of study on a part-time basis
- dont' try to hold a full-time job and take 15 hours of science and math at the same time
- see if you can get a job with a big chain drug store. Sometime they'll pay for your pharmacy training if you agree to work for them as a druggist afterwards

THE DMACC PROGRAM

- LENGTH: 6 quarters, 16 credits/quarter
- approximate educational costs: $275/quarter
- location: Ankeny, Boone campuses
- starting time: September, December, Marsh, and June (the major sequences in chemistry start only in September)
- graduation award: Associate in Arts degree

TO SUCCEED IN THE PROGRAM, YOU:

- should have or acquire good study habits
- should enjoy chemistry and other lab sciences
- be ready to spend time on homework, 2-3 hours for each hour spent in lecture of lab
- should be aware of what LOW - MIDDLE - HIGH socres are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- high school algebra (2 years)
- chemistry
- biology
- physics

ADMISSIONS REQUIREMENTS:

- complete application form and forward to the proper Admissions office in Ankeny for Ankeny and Urban campuses enrollment and Boone for Boone enrollment
- forward your high school and any previous college transcripts to the Admissions office
- prior to first quarter enrollment complete a Planning for College Success Workshop

WHERE CAN YOU GO FROM HERE:

- University of Iowa; Iowa City, Iowa
- Drake University; Des Moines, Iowa
- The Creighton University; Omaha, Nebraska
- any four year college to complete work on a B.A. or B.S. degree if you choose not to pursue pharmacy as a career
- see your counselor for some tips on checking out various in-state and out-of-state schools of pharmacy
- most schools of pharmacy require at least a B average for admissions into their pharmacy program
- most colleges and universities required ACT or CEEB scores as part of their admissions procedure

TO GET MORE INFORMATION ABOUT THE DMACC PROGRAM:

- CONTACT Pat Garvey
  Arts & Science Division
  Des Moines Area Community College
  Ankeny, Iowa 50021

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: PRE-TEACHER EDUCATION
PROGRAM COUNSELOR: Don Holand George Silberhorn
PHONE: 964-6216 (1-800-362-2127) 432-7203 Boone
DATE PREPARED: April, 1980

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- be prepared for advanced study in a college of education
- have acquired most, (and in some cases all) of the course requirements to obtain an Associate in Arts degree
- become acquainted with the career field of education
- have an opportunity to gain experience in oral and written expression
- gain an understanding of the role of education in our society

Basic Content Areas are:
- 35 quarter hours of arts & sciences core requirements
- communication skills
- social & behavorial sciences
- for a description of the courses, see the college catalog or the Admissions Information Sheet

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- plan finances carefully and in advance
- don't have a job while you are enrolled as a full-time student unless it is absolutely necessary
- be sure to have your family prepared for your going to school
- select where you will transfer to and get the courses they want you to get
- be willing and able to spend a lot of extra time studying

THE DMACC PRE-TEACHER EDUCATION PROGRAM:

- length: 6 quarters, 16 credits per quarter
- approximate educational cost: $275 per quarter
- location: Ankeny, Boone & Urban
- starting time: September, December, March & June
- graduation award: Associate in Arts (A.A.)

TO SUCCEED IN THE PROGRAM, YOU:

- should have or acquire good study habits
- should enjoy helping people
- should be ready to spend time on homework; 2-3 hours for every in class hour
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshop
- may want to strengthen your academic sskills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- English composition
- speech
- psychology
- sociology

ADMISSIONS REQUIREMENTS:

- submit application and forward to the proper admissions office: Ankeny for Ankeny enrollment, Boone for Boone enrollment and Ankeny for Urban enrollment
- submit high school (or its equivalent) and any official college transcripts
- prior to first quarter enrollment participate in a Planning for College Success Workshop

WHERE CAN YOU GO FROM HERE?

- University of Iowa, Iowa City, IA 52242
- Iowa State University, Ames, IA 50010
- University of Northern Iowa, Cedar Falls, IA 50613
- Briar Cliff College, Sioux City, IA 51104
- Buena Vista College, Storm Lake, IA 50588
- Central College, Pella, Ia
- Clarke College, Dubuque, IA 52001
- Coe College, Cedar Rapids, IA 52402
- Cornell College, Mt. Vernon, IA 52314
- Dordt College, Sioux Center, IA 51250
- Drake University, Des Moines, IA 50311
- Graceland College, Lamoni, IA 50140
- Grinnell College, Grinnell, IA 50112
- Iowa Wesleyan College, Mt. Pleasant, IA 52641
- Loras College, Dubuque, IA 52001
- Luther College, Decorah, IA 52101
- Marycrest College, Davenport, IA 52804
- Morningside College, Sioux City, IA 51106
- Mount Mercy College, Cedar Rapids, IA 52402
- Northwestern College, Orange City, IA 51041
- St. Ambrose College, Davenport, IA 52803
- Simpson College, Indianola, IA 50125
- University of Dubuque, Dubuque, IA 52001
- Upper Iowa University, Fayette, IA 52142
- Wartburg College, Waverly, IA 50677
- Westmar College, LeMars, IA 51031
- William Penn College, Oskaloosa, IA 52577

NOTE: Some colleges will require an entrance examination such as ACT or SAT

FOR MORE INFORMATION ON THE DMACC PROGRAM, CONTACT:

Dr. Jane Roberts, Program Chairperson
Teacher Education Program
Des Moines Area Community College
Ankeny, IA 50021

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: PRE-VETERINARY

PROGRAM COUNSELOR: Don Holand George Silberhorn

PHONE: 964-6216 (1-800-362-2127) Boone 432-7203

DATE PREPARED: July, 1980

PURPOSES AND CONTENT OF THE PROGRAM:

The Student can:

- complete the first 2 years of a 3 or 4 year pre-medicine program which includes:
  *completing a course in algebra and trigonometry or an advance math course
  *completing one year of college physics
  *completing 3 quarters of general and inorganic chemistry sequence as well as 3 quarters of organic chemistry series
  *completing Principles of Biology followed by a combination of courses in zoology, anatomy and physiology
- complete all of the core requirements if wanted to complete the Associate of Arts degree
- for a description of course, see the college catalog

ADVICE FROM STUDENTS:

- maintain as high a grade point as possible preferably an "A" average
- become aware of the admissions procedures and criterion of veterinary schools as early as possible
- develop a discipline for study right from the start
- prepare yourself for strong academic competition and personal sacrifice

THE DMACC PROGRAM:

- length: 6 quarters - 16 credits/quarter
- approximate educational cost: $280/quarter
- locations: Ankeny, Boone campuses
- starting times: September, December, March, and June (The major sequences in chemistry and physics start in September)

- graduation award: Associate in Arts degree note: completion of the A.A. degree does not complete a pre-veterinary course. Continued study in a pre-veterinary program at a four-year college is necessary

TO SUCCEED IN THE PROGRAM, YOU:

- should have or acquire good study habits
- should enjoy science, especially biology and chemistry
- should be able and ready to spend a great deal of time on homework
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshop
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance
- must have necessary physical and emotional stamina to meet demands of a rigorous program

Recommended Background Subjects:

- 2 years of high school algebra
- physics
- English composition (reading/writing skills)
- chemistry
- biology

ADMISSION REQUIREMENTS FOR DMACC:

- complete application form and forward it to the proper Admission Office: Ankeny for Ankeny and Urban campus enrollment and Boone for Boone enrollment
- your high school transcript (or its equivalent) and any previous official college transcripts must be sent to the Admission office
- prior to first registration, complete a Planning for College Success Workshop

VETERINARY SCHOOLS IN IOWA:

- College of Veterinary Medicine at Iowa State University

APPLICATION TO VETERINARY SCHOOL:

Generally, Students:

- should apply by August 1st prior to the year being admitted
- must have completed 141 quarter hours to enter veterinary school
- students should consult with admissions personnel at the school well in advance of application

PERSPECTIVES ON ADMISSION TO VETERINARY SCHOOL:

- approximately 12% of all applicants are accepted
- average GPA of those accepted is 3.7
- science grades are the most important criterion
- personal and professional recommendations are important
- work experience is important
- students should consult with admissions personnel at the school for information well in advance of application

FOR MORE INFORMATION ON THE DMACC PROGRAM:

- contact Arts and Sciences Division
  Des Moines Area Community College
  Ankeny, Iowa 50021
  (515) 964-6291

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: PRINTING
PROGRAM COUNSELOR: Dale Wagner
PHONE: 964-6448 (1-800-362-2127)
DATE PREPARED: July 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- talk about and demonstrate your printing skills and knowledge
- work safely
- follow instructions
- work under the pressure of a deadline
- have mechanical aptitude to make adjustments and repairs on presses
- lift and carry as much as 50 pounds
- see well and detect the difference between colors
- have good eye-hand coordination
- stand for long periods of time

ON THE JOB, YOU:

- may prepare type form and press plates for fine printing and operate the press
- insure printing impressions that are distinct and uniform
- adjust control margins and the flow of ink to the inking roller
- may oil and clean the presses and make minor repairs
- may operate simple manual presses in a small print shop
- may as a part of a crew, run giant presses used by large newspaper, magazine and book printers
- may as a newspaper printer, cut, assemble and fold the pages and count the finished newspaper sections as they come off the press

THINGS TO THINK ABOUT:

- pressrooms are very noisy and workers sometimes need ear protectors
- there are no seasonal layoffs

- there is some danger from working near the machinery and sometimes much lifting of heavy equipment
- printing ink and grease from the machines get into the printers' hands and can be difficult to remove
- printers must work under a deadline and must keep their machines in good working order

EARNINGS AND BENEFITS:

- number of hours/week	37-40
- average starting wage/hour	$4.00
- average salary range/month	$587-839
- fringe benefits generally good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- a steady demand for printers is expected through the mid-1980's, according to the U. S. Department of Labor
- jobs are found in most cities and towns in the United States
- you may become a printing cost estimator, a supervisor, plant superintendent, plant manager, or own your own shop

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- training in a community college or vocational school is highly recommended
- training for printers or press assistants may be learned during formal apprenticeships
- the apprenticeship includes classroom instruction in related printing subjects and takes about two years for a press assistant and four-five years for printer (press operator)
- an apprentice must be 18 years of age, pass a physical examination, have good eyesight and good eye-hand coordination

THE DMACC PRINTING PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $1097.00 total
- location: Ankeny Campus
- starting time: September
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

Students will:

- learn to demonstrate safe and effective printing skills according to designated course objectives
- learn to establish effective interpersonal relationships with other technicians in the printing field
- development of technical and manipulative skills necessary to be efficient in the printing trade
- develop awareness of the need to continue with a personal and professional growth plan

Basic Content Areas are:

- typing
- layout and design
- cold composition and pasteup
- math
- estimating and cost analysis
- plant management
- photography
- printing sales
- for a description of the curriculum see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to use math and do cost estimating
- must be able to use small hand tools
- must be above average in typing skills
- must be able to apply things learned from books and manuals to use in the shop
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- if you need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- general math
- English
- photography
- typing

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- space out your assignments and do a little bit of work each day
- an above average skill in typing is helpful
- be an individual - work strongly in the field in which you are interested and don't let people influence your class work
- the classroom and workroom are a safe place to learn from your mistakes, so work rapidly to gain as much knowledge as possible

WHERE TO GET MORE INFORMATION:

Bureau of Apprenticeship and Training
210 Walnut
Des Moines, IA 50309

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: PROFESSIONAL SECRETARY

PROGRAM COUNSELOR: Curt Vandivier | George Silberhorn
PHONE: 964-6216 (1-800-362-2127) | 432-7302

DATE PREPARED: August 1978

TO GET THE JOB YOU SHOULD BE ABLE TO:

- coordinate and direct the work of other employees
- devise procedures which will improve office functions
- control your temper in settling problems with clients or staff members
- deal with people of different ages and backgrounds
- coordinate the operations of the office with minimum of friction among staff members
- work under stressful situations
- separate important things from unimportant things
- perform all secretarial duties required of the office
- keep all information confidential
- work with little or no supervision
- talk about and demonstrate your professional secretary skills and knowledte

ON THE JOB, YOU:

- act as a liason when your boss is out of the office
- hire personnel, direct, supervise & evaluate their work
- are responsible for planning, organizing, directing and controlling the operation of the office
- perform a variety of tasks and work long irregular hours when necessary
- select, schedule, and conduct orientation and in-service programs for office personnel
- are responsible for the output of the office
- takes dictation from one or more persons
- process correspondence, minutes of staff meetings and other special reports
- compose letters to be typed by other office personnel
- make arrangements for conventions, training seminars, and workshops for your boss
- arrange travel schedules and make reservations
- learn to budget and use your time wisely

THINGS TO THINK ABOUT:

- you may have to work under stressful situations
- many employers provide additional training so you can learn the skills for more demanding responsibilities
- you will share in the executive work load
- you may conduct part of your employer's personal transactions
- managing an office may be very challenging and rewarding

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting salary/month	$700
- average salary range/month	$650 - 900
- fringe benefits usually excellent but will vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- advancement in this area depends on personal qualifications, skill, training, experience, originality, and ambition of the individual
- job opportunities are available in nearly all public and private organizations
- professional secretarial positions are not affected by automation because of the personal nature of their work
- as experience is gained, the professional secretary is usually given more responsibilities and more pay

EDUCATION AND TRAINING:

- high school diploma is usually required
- must have shorthand and machine transcription
- graduation from a technical or vocational school is highly recommended
- actual job experience is important in learning to manage and run an office

THE DMACC PROFESSIONAL SECRETARY PROGRAM:

- length: 5 quarters, 6 hours daily
- approximate educational cost: $1124.50 total
- location: Ankeny and Boone
- starting time: September, December, March, June
- special starts can be arranged through program department
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- learn how to set up, run, and supervise an efficient office operation
- become aware of the need for personal growth and development
- learn to establish effective interpersonal relationships with people and other members of the staff
- build on secretarial, mathematical, and grammatical abilities
- learn to supervise and manage people

Basic Content Areas are:
- typing
- machines
- office procedures
- math
- records management
- word processing
- human relations
- shorthand
- communications
- data processing
- business management
- supervisory techniques
- for a description of the curriculum, see the college catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny or Boone
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office at Ankeny or Boone
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must be able to follow written and spoken instructions
- must have good study habits
- must be able to maintain effective communications with people of different ages and backgrounds
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests: Writing: 86 - 94 - 102, Reading: 14 - 19 - 24, Math: 11 - 18 - 24
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- typing
- office procedures
- business math
- business english
- bookkeeping
- accounting

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- try to take a part-time job in the secretarial area while you are in school
- make the most out of your supervisory and management courses
- get involved in Office Education Association activities
- don't put things off until the last minute
- you get out of school what you put into it, try hard

WHERE TO GET MORE INFORMATION:

- National Secretaries Association
  2440 Pershing Road
  Suite G10, Crown Center
  Kansas City, Missouri 64108

- Association of Independence Colleges and Schools
  1730 "M" Street, N.W.
  Washington, D.C. 20036

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: REAL ESTATE
PROGRAM COUNSELOR: Larry Clauson
PHONE: 964-6442 (1-800-362-2127)
DATE PREPARED: October 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- set realistic goals
- plan and organize your own time
- accept accountability for your own actions
- converse easily with all kinds of people
- meet strangers with ease
- be tactful and diplomatic
- have good business sense and integrity
- have a pleasant personality and a neat appearance
- persuade people to your point of view
- see and hear
- drive a car
- answer questions about tax laws and rates, zoning and financing of real estate
- pass the state license exam, apprentice class, and continuing education classes

ON THE JOB, YOU:

- are an independent businessperson who sells real estate
- represent property owners who want to find buyers for their property
- must show and discuss properties with prospective buyers
- explain special features which will meet particular needs of the buyer, including location of schools, churches, parks, stores and community facilities
- often arrange for a loan and make the other necessary arrangements
- develop a prospecting system which allows for you to meet your sales goals
- must be able to estimate property values
- must be able to complete and interpret listing and buy-sell contracts properly
- assist in the final paper work on a transaction
- will write newspaper ads for properties
- hold open house for inspection

THINGS TO THINK ABOUT:

- there are part-time opportunities
- you have very little supervision and much variety in the work
- there is often free time during the day
- you will have the opportunity to meet many people
- you will often work nights and weekends
- your salary is not predictable because you are paid on commission
- you should have a cash reserve to live on for a few months
- you will often work under pressure
- cost for board membership, dues, listing book & seminars $360 to join Des Moines multiple, $100/yr thereafter, $10 license renewal each year

EARNINGS AND BENEFITS:

- number of hours/week	40-50
- average starting salary for real estate office work/month	$550-850
- average starting commission/year	$7500-15,000

Standard Benefits include:

- no tangible benefits for real estates salespersons, intangible benefits include -
- flexible hours
- somewhat your own boss
- your paid for what you produce
- pleasant working conditions
- opportunity to get outdoors

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- employment of real estate sales agents is expected to increase moderately through the mid-1980's to serve a growing population, according to the U.S.Department of Labor
- advancement might mean: sales - apprentice, salesperson broker, broker-owner, appraiser - independent, company office - closing trainee, closing officer or agent, loan officer

PREPARATION AND TRAINING:

- a high school diploma is usually required
- some college training is preferred
- real estate sales agents in Iowa must pass a written examination which requires that you be at least 18 years of age
- complete 30 clock hour apprenticeship class
- seven hours continuing education each year
- new real estate sales agents usually receive on-the-job training by the employing agency

THE DMACC REAL ESTATE PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $1569 total
- location: Ankeny Campus
- starting times: September, December, March, June
- graduation award: Associate in Applied Science (A.A.S.) or Assoicate in Arts (A.A.) with extra hours of course work

PURPOSES AND CONTENT OF THE PROGRAM:

The Students will:
- learn basic real estate principles
- learn & understand rules & regulations of the business
- learn to demonstrate skills in selling and human relations
- learn to demonstrate skills in filling out listing contracts, buy-sell agreements, markets analysis forms, estimate of proceeds, reports, etc.
- become aware of the changes in marketing conditions, financial conditions, rules and regulations

Basic Content Area:
- real estate principles (license prep), real estate math (license prep), real estate finance, real estate practices, real estate law, real estate appraisal, residential design and structure, personal selling

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must be able to apply knowledge from the business and real estate studies
- must have self-discipline and ability to take initiative in resolving learning needs
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic test that will be given at the Planning for College Success Workshops
- if you need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- general business	- business math	- English
- typing	- personal selling	- bookkeeping
- accounting	- economics	- psychology

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- be sure you know the basis of Iowa Real Estate Law
- be able to complete and work with the common forms used in real estate transaction
- be able to apply sales fundamentals
- must be a self starter as the training given in companies is not sufficient
- be prepared to go a few months without a lot of activity or income

WHERE TO GET MORE INFORMATION:

Iowa Association of Realtors
President 999 Oakridge Dr.
Des Moines, IA

Iowa Real Estate Commission
1223 E. Court Avenue
Des Moines, IA 50319

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: RECREATIONAL LEADERSHIP
PROGRAM COUNSELOR: George Silberhorn
PHONE: (515) 432-7203
DATE PREPARED: February 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- accept responsibility
- communicate with people of all ages and backgrounds
- maintain good physical health
- maintain emotional stability
- adjust to a variety of social situations
- demonstrate proficient leadership skills

ON THE JOB, YOU:

- construct recreation programs for all ages
- lead recreational activities for all ages
- assess individual recreational skills and needs of all ages
- prepare and submit verbal and written reports
- work with budgeting to include the purchasing and maintenance of supplies and equipment
- organize and supervise volunteers
- in some cases supervise subordinates

THINGS TO THINK ABOUT:

- recreation is one of the few professions that offers a great deal of job variety
- you have the opportunity to work with people with a variety of backgrounds
- you will do work that is important, exciting, and very rewarding
- you may work some nights, weekends and holidays

EARNINGS AND BENEFITS:

- number of hours/week 40
- average starting salary for 1978/year $8400
- average salary range for 1978/year $6700 - 11,500
- fringe benefits generally good but vary with employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in the community setting, hospital setting, campus, industrial setting, military setting, Y.M.C.A. and Y.W.C.A.
- all students that graduated from the Recreational Leadership Program from 1975 to 1978 that were seeking employment, received a job in the field of Recreation

EDUCATION AND TRAINING:

- high school graduation or equivalent required
- some community colleges offer two-year programs relating to recreation (all DMACC Recreational Leadership credits will transfer)
- you can complete a four-year curricula at some colleges and universities

THE DMACC ASSOCIATE DEGREE RECREATIONAL LEADERSHIP PROGRAM:

- length: 6 quarters, 16 credits/quarter
- approximate educational cost: $210/quarter
- location: Boone campus
- starting times: September, December, March and June
- graduation award: Associate in Arts degree with a major in Recreational Leadership

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- develop an understanding of the need for recreation and leisure activities and programs
- learn how to plan and conduct recreation activities
- learn to apply recreation theories and principles to social, educational, therapeutic, and geriatric settings
- receive practical experience in recreation through a supervised work experience

Basic Content Areas are:
- professional recreation courses
- sociology
- psychology
- psychology
- general arts and sciences
- supervised field experiences

ADMISSIONS REQUIREMENTS:

- complete the application form and send to the Admissions office at Boone
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office at Boone
- prior to first quarter enrollment, complete the Planning for College Success workshop

TO SUCCEED IN THE PROGRAM, YOU;

- must enjoy working with people
- must be able to apply theories of social and behavioral sciences in relating to people
- must process adequate social skills
- must be motivated to learn the necessary skills and construct and conduct recreation programs
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests:
  Writing: 97 - 102 - 107, Reading, 17 - 21 - 24
- may need to strengthen your academic skills before entering the program; contact your program counselor for individual follow-up assistance

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- get to know the professionals in the field as soon as possible through involvement in the Iowa Park and Recreation Association
- become involved in student recreation club activities
- carefully plan your long-range goals and objectives

WHERE TO GET MORE INFORMATION:

- Louis Alley, Program Chairperson
  Recreational Leadership Program
  Boone Campus, Des Moines Area Community College
  Boone, Iowa 50036
  Phone: (515) 432-7203

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: RESPIRATORY THERAPY
PROGRAM COUNSELOR: Mike Perry
PHONE: 964-6441 (1-800-362-2127)
DATE PREPARED: September 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- work calmly in emergency situations
- teach patients new breathing techniques
- accept accountability for own actions
- talk easily with people of all ages and backgrounds
- operate and maintain a variety of machines
- do some clerical work
- see and hear well and have good physical coordination
- stand and walk most of the working day
- maintain good physical health
- maintain emotional stability
- talk about and demonstrate your respiratory therapy skills and knowledge

ON THE JOB, YOU:

- accurately follow doctors' orders for therapy
- must be able to organize day's activities according to prescribed hospital procedures
- will be responsible for keeping equipment in good repair and in sterile conditions
- must be able to administer cardiopulmonary rescusitation
- must be able to gain cooperation of patients and instruct them in proper performance of treatements
- may be called to any part of the hospital for an emergency
- will perform tests which assess breathing ability of patients
- must be able to accurately measure and administer oxygen and a variety of medications
- will perform arterial puncture and analysis of blood specimens
- assist patients in maintaining proper bronchial hygiene

THINGS TO THINK ABOUT:

- you will interact with people from different social, economic and ethnic backgrounds
- you will likely work evenings, weekends and holidays
- people who are sick can be difficult to work with

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting wage/hour	$5.55
- average salary range/month	$900-1000

- fringe benefits generally good but vary according to employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- may work in hospitals, clinics, equipment sales, emergency medical services or home care
- better medical care and expanded hospital facilities will create a need for more registered respiratory therapists
- many new positions are created due to the expansion of the field

EDUCATION AND TRAINING:

- high school diploma or its equivalent required
- technical training beyond high school is required
- completion of accredited program required for credentialing exams

THE DMACC RESPIRATORY THERAPY PROGRAM:

- length: 8 quarters, average of 6 hours daily
- approximate educational cost: $2285 total
- location: Ankeny
- starting time: September
- graduation award: Associate in Applied Science (A.A.S.) or Associate in Arts (A.A.) with 14 additional general education credits

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn to demonstrate safe and effective respiratory care performance according to designated course objectives
- learn to establish effective interpersonal relationships with patients and other members of the health team
- develop intellectual and manual dexterity skills necessary to give direct (bedside) respiratory care to patients with commonly occurring health problems
- develop an awareness of the need for continual personal and professional growth

Basic Content Areas are:

- arts and science
- patient care
- fundamentals
- critical care
- patient education
- patient testing
- neonatal & pediatrics
- pharmacology
- CRP
- for a description of the curriculum see the College Catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop
- must have earned a "C" or better in high school biology, chemistry and algebra or its equivalent within the last 5 years
- provide ACT or equivalent test scores
- schedule interview with program chairperson
- prior to first quarter enrollment, must provide completed physical examination form and visit a hospital RT department

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to perform activities in an organized and detailed manner
- must be able to apply knowledge from the biological, physical and social sciences to patient care situations
- must have necessary physical and emotional stamina to meet demands of a rigorous program
- must have self-discipline and ability to take initiative in resolving learning needs
- will develop communication skills
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may want to strengthen you academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended and Required* Background Subjects:

- physics
- chemistry*
- biology*
- sociology
- first aid
- speech
- algebra*
- psychology

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- be sure to take all Arts & Sciences classes in advance
- plan finances in advance
- don't try to have a job while you are in school unless it is absolutely necessary
- be sure to have your "family" prepared for your going to school

WHERE TO GET MORE INFORMATION:

Iowa Society for Respiratory Therapy
Broadlawns Polk County Hospital
18th and Hickman
Des Moines, Iowa 50314

American Association for Respiratory Therapy
1720 Regal Row
Dallas, Texas 75235

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: RETAIL MANAGEMENT
PROGRAM COUNSELOR: Larry Clauson
PHONE: 964-6442 (1-800-362-2127)
DATE PREPARED: May, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- enjoy taking charge of people and procedure
- relate effectively with a wide range of people, employees, customers, and employers
- express yourself in an interesting, clear, and effective manner
- plan and organize well
- work 40-50 hours a week in a challenging environment
- creatively deal with a wide range of problems that come up in business
- use good judgment and make decisions on your own
- talk about and demonstrate your retail management skills and knowledge

ON THE JOB, YOU:

- hire and train people to work in the stores and keep it running smoothly and efficiently
- plan the work schedules of workers, supervise them and set up pay scales, benefits and retirement plans for them
- project sales of merchandise for the coming months/years and buy and price these items yourself or supervise their purchase
- plan sales promotions and advertising campaigns
- create displays and work with employees who will set up window and in-store displays
- keep the store safe from hazards that could cause fire or accidents and make sure the store is locked and guarded if necessary

THINGS TO THINK ABOUT:

- rapid advancement
- opportunity to meet and talk with many people
- knowing and believing in your product and company is important to retail store management
- dealing with dissatisfied customers and difficult employees can create pressure
- with this training you have an excellent background to go into business for yourself
- you may be required to work evenings and weekends

EARNINGS AND BENEFITS:

- number of hours/week 40-50
- average starting salary/month $1000
- average salary range/year $7200-18,000
- salary figures do not include monthly commissions or year end bonus

Benefits generally good, extra benefits may include:

- bonus and profit sharing
- attractive work environment
- company auto
- company paid trips

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- retail store managers are in one of the fastest growing employment groups (a recent conference board study indicated 25.2% of all job openings between now and 1985 will be in marketing)
- "opportunity to specialize" in product line of your choice - apparel, automotive, food, sporting goods, home improvement, furniture, etc.
- ownership of your own business
- rapid advancement resulting from "promotion from within" policy

EDUCATION AND TRAINING:

- a high school diploma or equivalent is highly recommended
- a college training opens many doors to the better management opportunities

THE DMACC RETAIL MANAGEMENT PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $1658.50 total
- location: Ankeny
- starting time: September, December and March
- graduation award: Associate in Applied Science (A.A.S.) or Associate in Arts (A.A.) available with additional course work

PURPOSE AND CONTENT OF THE PROGRAM:

The Student will:

- learn to relate effectively to wide ranges of people
- learn to plan and organize a wide range of programs that include the components of merchandise, promotion, customers, employees and a building
- learn to creatively develop solutions to a wide range of challenges
- learn to generate profit from business transactions
- gain one year work experience in selling and management

Basic Content Areas are:

- psychology & human relations - store operations
- general business strategies - business internship
- marketing and sales promotion stragegies
- profit and loss principles
- management principles and strategies
- for a description of the curriculum see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must enjoy dealing with people
- must have physical and emotional stamina to meet demands of a rigorous program
- must have self-discipline, initiative, and creative insight
- must have the ability to develop effective communication skills
- must have a positive attitude
- must be able to comprehend broad management concepts
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the PCS workshop
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- business math - social sciences - speech
- business - bookkeeping - business English
- typing - psychology - economics
- distributive education selling

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- if anybody has any interest in any kind of retailing no matter what field, see program chairperson or instructor in the marketing program
- on-the-job training is a great asset to the program when you can apply what you are learning
- "I am competing with a lot of individuals who have gone to a four year institution and in most areas I'm a step ahead of them because of the education and training I received"
- pay attention to the accounting, it helps you know whether or not you're doing well with gross sales

WHERE TO GET MORE INFORMATION:

Retail Merchants Bureau
8th and High
Des Moines, IA

Iowa Retail Federation
520-35th Street
Des Moines, IA 50312

- contact Jerry Manning, Program Chairperson
  Retail Management Department
  Phone: 964-6465

PROGRAM INFORMATION BRIEF
DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: RETAIL MERCHANDISING
PROGRAM COUNSELOR: Larry Clauson
PHONE: 964-6442 (1-800-362-2127)
DATE PREPARED: September 1979

TO GET THE JOB YOU SHOULD BE ABLE TO:

- enjoy helping people solve their buying decisions
- relate effectively to a wide range of people
- apply creative thinking to merchandising and selling responsibilities
- apply artistic abilities to the development of displays and other sales promotion ideas
- communicate effectively both verbally and non-verbally

ON THE JOB, YOU:

- apply merchandising skills such as building store displays, selling products and/or services, handling customer service problems
- are responsible for maintaining a good merchandise presentation. This includes keeping the department stocked with merchandise; taking inventory counts; keeping the storage area neat, clean, and well stocked; and possibly ordering merchandise
- must maintain good working relations with customers, fellow workers and store management because a team effort is required
- may be scheduling and supervising other employees

THINGS TO THINK ABOUT:

- you will have opportunity to work with many people
- rapid advancement is possible
- commissions and bonuses supplement salary
- opportunity to go into business for yourself
- you may be required to work evenings and weekends

EARNINGS AND BENEFITS:

- number of hours/week 40-50
- average starting salary/month $550
- average salary range/month $500-1000
- salary figures do not represent monthly commissions or bonuses

Benefits generally good, extra benefits may include:

- bonus and profit sharing
- company auto
- attractive work environment
- company paid trips

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- 1/4 of the job openings between now and 1985 will be in merchandising and distribution
- "opportunity to specialize" in product line of your choice- apparel, automotive, food, sporting goods, home improvement, furniture, etc.
- ownership of your own business
- rapid advancement resulting from "promotion from within" policy

THE DMACC RETAIL MERCHANDISING PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $892 total - see the program cost sheet for more specific cost information
- location: Ankeny Campus
- starting times: September, December, March, June
- graduation award: diploma

EDUCATION AND TRAINING:

- a high school diploma or equivalent is highly recommended
- on-the-job training is available
- college training opens many doors to the better management opportunities

PURPOSE AND CONTENT OF THE PROGRAM:

Students will:
- learn to develop sales promotion programs
- learn the skills of professional selling
- learn to plan and develop creative store displays
- learn to communicate effectively using both verbal and non verbal techniques
- learn the principles of effectively operating a retail store
- gain six months of work experience

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- your high school and any previous official college transcripts must be sent to the Admissions Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must enjoy a wide variety of challenging situations
- must enjoy dealing with people
- must have physical and emotional stamina to meet demands of a rigorous program
- must have self-discipline, initiative, and creative insight
- must have the ability to develop effective communication skills
- must have a positive attitude
- must be able to comprehend broad management concepts (if you don't have these attributes, you must have a sincere desire to achieve them. If you have the desire, the staff will help you develop the attributes)

- should be aware of what Low - Middle - High scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- if you need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- business math
- business English
- typing
- distributive education selling
- social sciences
- business
- psychology
- speech
- bookkeeping
- economics

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- be willing to learn; don't try to be a know it all
- lots of home work, plan time to study each day
- make sure this is what you want
- if anybody has any interest in any kind of retailing no matter what field, see program chairperson or the instructors in the marketing program for possible job leads
- on-the-job training is a great asset to the program when you can apply what you are learning

WHERE TO GET MORE INFORMATION:

National Retail Merchants Association
100 W 31st Street
New York, N.Y. 10001

Retail Merchants Bureau
Chamber of Commerce
8th & High
Des Moines, IA

Iowa Retail Federation
520 35th Street
Des Moines, IA 50312

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: SECURITY
PROGRAM COUNSELOR: Mardelle Abram
PHONE: 964-6294 (1-800-362-2127)
DATE PREPARED: April, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- work by yourself
- work a variety of hours
- be responsible for your actions
- see and hear well
- must be in good physical condition
- talk easily with people of all ages and backgrounds
- be emotionally stable

ON THE JOB, YOU:

- work a variety of hours
- check physical features of buildings and grounds
- check ID of incoming personnel
- send deliveries and visitors to designated areas
- search for illegal objects
- think and react quickly and responsibly
- may carry a firearm

THINGS TO THINK ABOUT:

- work all types of hours including weekends, nights, and holidays
- work is fulfilling because you are maintaining safety for people and property
- variety of work environments
- will be on your feet most of the time
- you will deal with people of various backgrounds
- you may be in dangerous situations
- you must be able to maintain confidentiality
- you will be criticized and praised by people

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting wage/hour	$3.50
- average salary range/year	$6136-18,996
- fringe benefits good but vary according to employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- department stores, manufacturing firms, industrial plants
- State, Federal or private agencies and companies
- many openings are created due to high turnover on jobs due to low pay
- advancement with education
- a double degree in Law Enforcement and Security will provide better job opportunities

EDUCATION AND TRAINING:

- high school diploma or GED required
- college preferred for certain positions
- may get credit for prior military classes

THE DMACC PROGRAM:

- length: 6 quarters, 16 credits/quarter
- approximate educational cost: $310.00/quarter
- location: Ankeny
- starting times: September, December, March & June
- graduation award: Associate of Arts degree (A.A.)

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn prevention of criminal activities
- better understand what security is
- upgrade the profession
- understand different types of security
- be able to perform security surveys
- develop awareness of the need for continual personal and professional growth

Basic Content Areas

- Security Related courses
- Law Enforcement courses
- for a description of the curriculum, see the College Catalog or Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- prior to first quarter enrollment, complete the Planning for College Success workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must have good communication skills
- must be able to perform activities in an organized and detailed manner
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshop
- should understand theories of security
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance
- must maintain 2.0 GPA to graduate
- should have or develop good study habits

RECOMMENDED SUBJECTS

- composition and speech
- psychology
- sociology
- general math

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- good study skills
- if you are working full-time don't take too many classes
- coordinate work hours and class hours
- make time to study
- be sure you know the total scope of the program

WHERE TO GET MORE INFORMATION:

- Local Security Companies
  Triple A
  215 Keo Way, Suite 311
  Des Moines, Iowa 50309

- Per Mar
  1720 -6th
  Des Moines, Iowa

- Pinkertons
  205 Shops Building
  Des Moines, Iowa

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
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EDUCATIONAL PROGRAM: TEACHER ASSOCIATE
PROGRAM COUNSELOR: Don Holand
PHONE: 964-6216 (1-800-362-2127)
DATE PREPARED: April, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- maintain good physical and mental health
- possess warmth and understanding toward people
- have a genuine interest and desire in working with students
- have a vital interest in learning
- be able to accept responsibility and complete tasks promptly
- talk easily with people
- accept direct orders from others
- talk about and demonstrate your teacher associate knowledge and skills

ON THE JOB, YOU:

- engage in a wide variety of activities of the school
- assist in classroom teachers in the area of instruction, recreation, classroom organization and maintain record-keeping, and home/community relations
- work at the direction and under the supervision of the classroom instructor

THINGS TO THINK ABOUT:

- you will generally work as part of a team
- some teacher aide work is routine and repititious
- creativity in the preparation and implementation of supplementary instructional and recreational games, exercises, and materials is encouraged
- you will be expected to accept and adhere to the standards set by the school system
- teacher aide work provides a good basis for later continuing to become a certified teacher

EARNINGS AND BENEFITS:

- number of hours/week 35
- average starting salary/9 mo. $4700
- average salary range/9 mo $4133-4758
- fringe benefits are generally good but vary according to employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- with declining school enrollments and tight school budgets, teacher aide employment will be reduced
- employment of teacher aides is closely tied to federal funding
- present areas of employment are preschools, school programs for the handicapped and special education students, and remedial reading programs
- advancement can come with teacher certification being obtained

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- the associate in arts degree in Teacher Associate enables aides in some school systems to start at a higher salary

THE DMACC TEACHER ASSOCIATE PROGRAM:

- length: 6 quarters full-time enrollment (longer if enrolled part-time)
- approximate educational cost: $280 per quarter (part-time: $16.50 per credit hour plus books and fees)
- location: Ankeny, Urban and Boone
- starting time: September, December, March, June
- Graduation award: Associate in Arts (A.A.) degree

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- develop a broad background in general education
- have direct exposure with schools and children through practicum experiences
- have an opportunity to participate in a college transfer program which could lead to a baccalaureate degree in teaching

Basic Content Areas are:

- educational theory
- child psychology
- practical experience
- for a description of the curriculum see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions office at Ankeny for Ankeny and Urban enrollment; send to Boone for Boone enrollment
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- prior to first enrollment, must complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to communicate easily
- must be able to outline textbooks and papers
- must have good note-taking skills
- must be able to write clear and concise essay tests
- must have good library usage skills, use of card catalogs, periodicals, reference books, and the pamphlet-vocational file
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops

Recommended and Required* Background Subjects:

- sociology
- psychology
- speech
- English*

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- plan finances in advance
- don't plan to work at a job while you are a full-time student unless it is necessary
- be sure to take all 4 and 5 credit courses during the first year of your college program in order to free all day Tuesday and Thursday for the practicum in the schools

WHERE TO GET MORE INFORMATION:

- Iowa Department of Public Instruction
  Teacher Certification Division
  Grimes Office Building
  Des Moines, IA 50319

- Des Moines Independent Community Schools
  Personnel Department
  1800 Grand Avenue
  Des Moines, IA 50309

PROGRAM INFORMATION BRIEF

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: TELECOMMUNICATIONS

PROGRAM COUNSELOR: Tony Steinhauser
PHONE: 964-6561 (1-800-362-2127)

DATE PREPARED: September 1979

TO GET THE JOB, YOU SHOULD BE ABLE TO:

- detect the differences among colors and see and hear well
- work with little supervision and follow written and spoken instructions
- work well with your hands and arms and use small hand tools
- work outdoors in all types of weather
- talk about and demonstrate your telecommunication skills and knowledge

ON THE JOB, YOU:

- install telephone station equipment such as home and office telephones, coin collectors and telephone booths
- inspect the customer's facilities to find out the best way to install the equipment
- assemble the equipment in the customer's home or business and install the inside wiring
- must often climb poles to attach the new telephones to outside service wires
- hook up wires by using other wires and clamps
- test new installations to be sure they work properly
- must wear safety equipment and follow safety rules set by government regulations and the company

THINGS TO THINK ABOUT:

- job security good with no seasonal layoffs
- overtime work may be available at a higher rate of pay
- variety of indoor and outdoor work
- may be on call at odd hours for emergency work
- there is danger of electrical shock

EARNINGS AND BENEFITS:

- number of hours/week 40
- average starting salary/month $944
- average salary range/month $705-$1465
- fringe benefits generally good depending on employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- special opportunities in Iowa exist because of the number of private companies, usually in smaller communities
- opportunities should remain steady for the next several years with a slight increase through the mid-1980's, according to the U.S. Department of Labor
- may advance to PBX installer or repairer and a number of other positions with the telephone company, depending on skills and knowledge of the individual

EDUCATION AND TRAINING:

- high school diploma or equivalent required
- technicial training required to begin work as a telephone combinations person

THE DMACC TELECOMMUNICATIONS PROGRAM:

- length: 4 quarters, 6 hours daily
- approximate educational cost: $832 total
- location: Ankeny
- starting time: March
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:
- learn and apply DC & AC fundamentals
- learn and apply related math
- learn and apply circuit reading

- learn and apply electronic device fundamentals
- learn and apply splicing and repair, station installation and maintenance underground and overhead line construction, and special apparatus
- for a description of the curriculum, see the College Catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office
- your high school (or its equivalent) and any previous (official) college transcripts must be sent to the Admissions Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to interpret circuit drawings
- must be able to attend class regularly
- must be able to maintain confidentiality
- must be able to read and comprehend technicial materials
- must have good physical stamina
- must be able to develop good public relations
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- speech and English
- general math
- physics
- shop

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- talk to previous students and others employed in the field
- arrange time and finances before starting the program
- pole climbing is a very limited part of the program
- electronics is an important part of the total program

WHERE TO GET MORE INFORMATION:

- Iowa Telephone Association
  1601 22nd St.
  West Des Moines, Iowa

- Alliance of Independent Telephone Unions
  P.O. Box 5462
  Hawden, Connecticut 06518

- Communications Workers of America
  1925 K Street NW
  Washington, DC 20006

PROGRAM INFORMATION BRIEF

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
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EDUCATIONAL PROGRAM: TOOL & DIE MAKING
PROGRAM COUNSELOR: Linda Houts
PHONE: 964-6586 (1-800-362-2127)
DATE PREPARED: August 1979

TO GET THE JOB, YOU SHOULD BE ABLE TO:

- follow instructions
- work safely around machinery
- understand technical writing
- work to exact measurements and pay attention to details
- work well with your fingers and keep a steady hand
- have a good working knowledge of math and physics
- detect the differences among similar colors
- work while standing most of the time
- lift things that weigh 25-50 pounds
- talk about and demonstrate your tool & die skills and knowledge

ON THE JOB, YOU:

- make dies, metal forms and tools as well as guiding and holding devices which are used in the mass production of metal and plastic parts
- spend much time doing precision handwork on dies, such as sanding, filing, scraping and polishing parts of the dies
- make gauges and measuring tools
- use knowledge of matching operations, shop work, mathematics, and blueprint reading more than the other machinists
- use almost every kind of machine tool and precision-measuring instrument
- repair gauges, jigs, fixtures and dies which may be worn or damaged

THINGS TO THINK ABOUT:

- tool & die makers are not usually laid off when production goes down
- a tool & die maker may open his own machine shop
- these skills can be used in other kinds of jobs
- most of the work must be done while in a standing position
- your work must always be precise and accurate

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting wage/hour	$7.50
- average salary range/month	$1200-1603
- benefits generally good but vary with employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- employment of tool & die makers is expected to increase slowly through the mid-1980's, according to the U.S. Department of Labor. Long-range expansion in this field may be increased due to technologically advanced machinery
- you may advance to supervisor, tool designer, layout person, and instrument technician
- you may advance to the new computer controlled machining operations
- there are excellent opportunities for promotions and salary increases with computer training

EDUCATION AND TRAINING:

- high school diploma or equivalent required
- formal apprenticeship training is available for learning this job
- training is also available at community colleges and trade schools
- job shop training or equivalent is also necessary
- apprentices learn to use major machine tools and hand tools for fitting and assembling. Heat treating, mold and fixture making and other metal working processes, mathematics, shop theory, mechanical drawing, tool design, and blue print reading are all a part of the training.

THE DMACC TOOL AND DIE PROGRAM:

- length: 7 quarters, 6 hours daily
- approximate educational cost: $1837 total
- location: Ankeny
- starting times: September
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn to set up and operate such machines as drill, lathe, mill, sharper, surface grinder, saw, heat treat equipment, plastic injection machine, shear, brake press, punch press and electrical discharge machine
- learn to design a die or a mold from a piece part of prints
- learn to apply math to various set ups and operations on the above machines
- learn to apply math to various set ups and operations on the above machines
- learn to produce parts with accuracy of .0001 of an inch or less
- learn to produce piece parts quickly and accurately according to industrial standards
- build on their shop training in using imagination and creativity on the various machine set ups and operaton

Basic Content Areas are:

- communication skills
- machine shop math
- blueprint reading
- machine tool operations (classroom and shop)
- industrial relations
- tool & die design
- tool & die fixture making
- for a description of the curriculum, see the College Catalog or Admissions Information Sheet

ADMISSION REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to apply classroom knowledge to shop projects
- must be able to work independently and take initiative in solving learning problems
- must be able to use your intelligence and imagination in shop and classroom learning
- must be able to plan and organize shop work for efficient use of time
- must be able to work well with your fingers and keep a steady hand
- should be aware of what LOW - MIDDLE - HIGH score are for diagnostic tests that will be given at the Planning for College Success Workshop
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance
- should have or develop good study habits
- should maintain a 1.5 grade point average
- may need to strengthen your academic skills

Recommended Background Subjects:

- algebra
- metal shop
- trigonometry
- mechanical drawing
- physics

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- this program requires alot of thinking and imagination on your part. Not everything is laid out in the book before you
- should take algebra and trigonometry before starting the program
- be aware of the educational and financial assistance on campus
- know the cost of the program and what it costs to live.

WHERE TO GET MORE INFORMATION:

- The National Tool, Die, & Precision Machining Association
  9300 Livingston Road
  Oxon Hill, Maryland 20022

- The National Machine Tool Builders' Association
  7901 Westpark Drive
  McLean, Virginia 22101

- Bureau of Apprenticeship & Training - 210 Walnut - D.M.

DES MOINES AREA COMMUNITY COLLEGE
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Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: UPHOLSTERY
PROGRAM COUNSELOR: Dale Wagner
PHONE: 964-6448 (1-800-362-2127)
DATE PREPARED: April, 1980

TO GET THE JOB YOU SHOULD BE ABLE TO:

- talk about and demonstrate your upholstery skills and knowledge
- work accurately and quickly
- use several types of tools
- use colors in a pleasing way
- work independently
- see well and distinguish colors
- stand for lengthy periods
- lift heavy furniture

ON THE JOB, YOU:

- may work in a small shop with a variety of tasks or you might work in a large shop doing a particular task
- use many tools including; pliers, hammers, upholstery needles, air staplers and air chisels
- replace worn furniture fabrics, repair broken frames, repair and replace bent springs and webbing and other worn parts
- usually place the pieces of furniture on padded wooden horses
- remove the tacks which hold the fabric and remove the fabric along with the padding and other materials covering the springs
- make the needed repairs or replace the worn parts

THINGS TO THINK ABOUT:

- you will do a lot of standing while working
- working conditions are generally good
- you can be independent in this work
- opportunities are good for skilled workers
- advancements are limited
- dust from padding & stuffing may be present

EARNINGS AND BENEFITS:

- number of hours/week 40
- average starting wage/hour $3.25
- Average salary range/year $6240-9000
- fringe benefits generally good but vary according to employer

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- the number of opportunities for furniture upholsterers will be steady. However, with increased interest in antique furniture and restoration, business for upholstering may increase
- the number of openings is expected to level off as longer lasting upholstery materials are developed
- most job openings will result because of workers who retire, transfer or stop working for other reasons
- you may advance to shop supervisor or have your own shop

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is required
- training in a community college or vocational school is highly recommended
- most people who work in upholstering have received on-the-job training
- on-the-job training usually takes three to four years

THE DMACC UPHOLSTERY PROGRAM:

- length: 3 quarters, 6 hours daily
- approximate educational cost: $697.50 total
- location: Ankeny
- starting times: September, December, March, June
- graduation award: diploma

PURPOSES AND CONTENT OF THE PROGRAM:

The Student will:

- learn to demonstrate safe and effective mechanical skills according to designated course objectives
- learn to establish effective interpersonal relationships with other technicians in the upholstery field
- develop technical and manipulative skills necessary to do upholstering work
- develop awareness of the need to continue with a personal and professional growth plan

Basic Content Areas are:

- use of hand tolls
- cost estimating
- pattern layout
- color concepts and coordination
- furniture construction

- for a description of the curriculum see the college catalog or the Admissions Information sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must be able to use math to do cost estimations
- must be able to use small hand tools
- must have a good memory for original construction of the furniture
- must have an understanding of color concepts and color coordination
- must be able to do pattern alignments by sight
- must be able to communicate easily
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- if you need to strengthen your academic skills before starting the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:

- math
- art
- woodworking
- interior decorating
- wood refinishing

ADVICE FROM STUDENTS WHO HAVE COMPLETED THE PROGRAM:

- a lot of patience is helpful when working with fabrics
- be prepared to learn lots of detail work

WHERE TO GET MORE INFORMATION:

Daniel Draper
Gale Upholstery
2028 S.E. 6th
Des Moines, IA

Jerry Verdon
J & S Upholstery
2909 S.E. 14th
Des Moines, IA

PROGRAM INFORMATION BRIEF

DES MOINES AREA COMMUNITY COLLEGE
2006 South Ankeny Blvd.
Ankeny, Iowa
50021

EDUCATIONAL PROGRAM: WELDING
PROGRAM COUNSELOR: Tony Steinhauser
PHONE: 964-6561 (1-800-362-2127)
DATE PREPARED: September 1979

TO GET THE JOB, YOU SHOULD BE ABLE TO:

- work with your hands and have good eyesight
- work indoors or outdoors, depending on the job
- work in protective clothing such as face shield, goggles and helmets
- quickly do simple arithmetic problems
- see details in objects and drawings
- work in awkward positions, sometimes even laying down and welding overhead
- lift 50-100 pounds and carry things weighing 25-50 pounds
- work in hot environments
- read blueprints
- talk about and demonstrate your welding skills and knowledge

ON THE JOB, YOU:

- join two pieces together, usually metal, by melting them together
- control the melting of metal surfaces by proper manipulation at the torch or electrode
- use an electric arc or gas welding torch
- must be able to plan and lay out the work
- use drawings, blueprints and other written plans
- must know the welding properties of steel, stainless steel, cast iron, aluminum, other metals and alloys
- must be able to weld in all positions

THINGS TO THINK ABOUT:

- there are many chances for overtime work at a higher rate of pay
- you may be paid according to the number of pieces you weld
- many welders are union members
- work at times in noisy, drafty, dirty or hot places
- work can be physically hard
- you are exposed to welding fumes

EARNINGS AND BENEFITS:

- number of hours/week	40
- average starting salary/month	$920
- average salary range/month	$695-1629
- benefits generally good depending on employer	

EMPLOYMENT AND ADVANCEMENT OPPORTUNITIES:

- there is a big demand for skilled welders
- there are many different jobs in manufacturing, factory maintenance, welding inspector, construction and metal repair, which are open for trained welders
- some welders are self-employed mainly in repair shops
- you may be promoted to welding inspector or supervisor depending on individual skills and knowledge

EDUCATION AND TRAINING:

- a high school diploma or its equivalent is recommended
- welders can be trained on-the-job, but most employers prefer people who have had vocational training in welding
- a few industries offer apprenticeship programs which last about four years

THE DMACC WELDING PROGRAM:

- length: 2 quarters, 6 hours daily
- approximate educational cost: $516 total
- location: Ankeny
- starting times: September, December, March, June
- graduation award: diploma

PURPOSE AND CONTENT OF THE PROGRAM:

The Student will:
- learn the necessary skills in using various fusion and adhesive methods of joining ferrous and non-ferrous metals by the oxy-acetylene, arc, metallic, inert, and tungsten inert gas welding process
- learn to form and shape metal through free hand cutting, ultragraph, cut-a-line and carbon arc
- learn to read the blueprints
- for a description of the courses see the College Catalog or the Admissions Information Sheet

ADMISSIONS REQUIREMENTS:

- complete the application form and forward to the Admissions Office at Ankeny
- your high school (or its equivalent) and any previous official college transcripts must be sent to the Admissions Office
- complete the Planning for College Success Workshop

TO SUCCEED IN THE PROGRAM, YOU:

- must have the desire to become a good welder
- must be able to apply welding theory to shop practice
- must have self-discipline and set goals for yourself
- should be aware of what LOW - MIDDLE - HIGH scores are for diagnostic tests that will be given at the Planning for College Success Workshops
- may need to strengthen your academic skills before entering the program, contact your program counselor for individual follow-up assistance

Recommended Background Subjects:
- mathematics
- mechanical drawing
- welding
- geometry
- physics
- metal shop
- blueprint reading

ADVICE FROM STUDENTS WHO ARE CURRENTLY IN THE PROGRAM:

- learn how to budget your time
- learn as much as you can about the program before you start
- be aware of the cost of supplies
- be aware the welding is often a hot and dirty job

WHERE TO GET MORE INFORMATION ABOUT WELDING:

- American Welding Society
  2501 NW 7th St.
  Miami, Florida 33125

- visit with welders you know

ERIC Clearinghouse for Junior Colleges
96 Powell Library Building
University of California
Los Angeles, California 90024 JUL 2 1982